SCHOOL SAFETY AGENT
Exam Nos. 9322, 9324, 9326, and 9328
AMENDED NOTICE- January 30, 2019

The Notice of Examination is amended to: include the new Computer-based Testing & Applications Center located in the Bronx, to replace the Warning section with the updated electronic device policy warning and to update the convenience fee for credit/debit/gift card payment.

YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

WHEN TO APPLY:

<table>
<thead>
<tr>
<th>Exam No.</th>
<th>Application and Scheduling Period</th>
<th>APPLICATION FEE: $47.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>9322</td>
<td>September 26, 2018 - October 31, 2018</td>
<td>If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.00% of the payment amount. This fee is nonrefundable.</td>
</tr>
<tr>
<td>9324</td>
<td>November 28, 2018 - December 31, 2018</td>
<td></td>
</tr>
<tr>
<td>9326</td>
<td>January 28, 2019 - February 28, 2019</td>
<td></td>
</tr>
<tr>
<td>9328</td>
<td>March 27, 2019 - April 30, 2019</td>
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</table>

THE TEST SCHEDULE: Testing for the title of School Safety Agent is anticipated to be held throughout the year depending on the hiring needs of the agency. Below is the schedule of testing from October 1, 2018 - April 30, 2019:

<table>
<thead>
<tr>
<th>Exam No.</th>
<th>Testing Period</th>
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<tbody>
<tr>
<td>9322</td>
<td>October 1, 2018 - October 31, 2018</td>
</tr>
<tr>
<td>9324</td>
<td>December 1, 2018 - December 31, 2018</td>
</tr>
<tr>
<td>9326</td>
<td>February 1, 2019 - February 28, 2019</td>
</tr>
<tr>
<td>9328</td>
<td>April 1, 2019 - April 30, 2019</td>
</tr>
</tbody>
</table>

Monthly Schedule: A monthly schedule of the days and times of application, scheduling and testing will be available within the week prior to the 1st day of each month at www.nyc.gov/dcas and at the DCAS Computer-based Testing & Applications Centers. Although the testing period for the exam numbers will be open for multiple months the available test dates and times for self-scheduling will be released on a monthly basis and specified on the monthly exam schedule.

DCAS COMPUTER-BASED TESTING & APPLICATIONS CENTERS: This exam will be administered at the DCAS Computer-based Testing & Applications Centers:

<table>
<thead>
<tr>
<th>Manhattan</th>
<th>Brooklyn</th>
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<th>Bronx</th>
</tr>
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<tr>
<td>2 Lafayette Street</td>
<td>210 Joralemon Street</td>
<td>118-35 Queens Boulevard</td>
<td>135 Canal Street</td>
<td>1932 Arthur Avenue</td>
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<tr>
<td>17th Floor</td>
<td>4th Floor</td>
<td>5th Floor</td>
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<tr>
<td>New York, NY 10007</td>
<td>Brooklyn, NY 11201</td>
<td>Forest Hills, NY 11375</td>
<td>Staten Island, NY 10304</td>
<td>Bronx, NY 10457</td>
</tr>
</tbody>
</table>

You may take the School Safety Agent test at either location, but you may only take each exam number once. If you take a test with the same exam number more than once, only your first test will be rated and your additional application fee will not be refunded.

Warning: You are not permitted to enter the test site with electronic devices including, but not limited to, cellular phones, smart watches, recording devices, beepers, pagers, cameras, or portable media players. You are not permitted to use any type of headphoners or ear buds. Calculators are permitted, however, they must be hand-held, battery or solar powered, and numeric only. Calculators with functions other than addition, subtraction, multiplication and division are prohibited. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices anywhere at any test site, whether in the testing area, restroom, hallway, or other location, at any time before, during or after the test or Protest Review Session, your test score will be nullified, you will be disqualified from taking any civil service tests for up to five years, and your application fee will not be refunded.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. If you do not have an acceptable ID, you may be denied testing. Acceptable forms of identification (bring one) are as follows: State issued driver’s license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, ID NYC, Employer ID with photo, or Student ID with photo.

Leaving: You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

Test dates and times are subject to change.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE
WHAT THE JOB INVOLVES: School Safety Agents patrol designated areas of school buildings and surrounding areas; identify and prevent infiltration of unlawful or prohibited items through scanning; give routine information to visitors and direct them to the proper personnel and offices; request identification of, and remove from the premises, any unauthorized persons; aid sick and injured persons and call for medical, police or fire assistance, when needed; notify supervisors of all emergency incidents and complete any related documentation; respond to altercations between students and other persons, and attempt to separate the involved persons and resolve conflicts; maintain records of persons entering and leaving buildings; monitor security camera systems to ensure facility entrances are secure; identify persons violating Department of Education Rules and Regulations; apprehend persons violating the Penal Law and notify the proper administrative personnel; prepare reports and testify in regard to these violations at Superintendent’s or Principal’s hearings and/or in court; monitor and use radios to request assistance from co-workers; may operate motor vehicles; and perform related work.

Special Working Conditions: School Safety Agents may be required to work rotating shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by School Safety Agents and environmental conditions experienced are: working through ongoing school construction projects (including asbestos removal projects); working in non-air-conditioned, small, uncomfortable spaces for extended periods; working with wet, slippery floors; working in a variety of weather conditions; responding to altercations between students and other persons, and attempting to separate the involved persons; engaging in physical activities over an extended period of time including standing, running up stairs, walking and sitting; functioning effectively in a potentially hostile environment and under stressful conditions; performing required duties in areas that can become crowded with people; and lifting and moving cumbersome equipment.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY: The current minimum salary is $32,426 per annum. This rate is subject to change.

HOW TO APPLY: You may apply and schedule a reservation for a test date if you believe you meet the requirements in the “How to Qualify” section. To apply and schedule yourself for this exam you must do so through the Online Application System (OASys) at www.nyc.gov/examsforjobs. In order to apply and schedule yourself for this exam, you must have an OASys account. Once you create a new OASys account, you may submit an application and schedule yourself for this exam. However, all new OASys accounts require verification to ensure the accuracy of candidate information. Some new OASys accounts may require up to 24 hours to be reviewed and resolved during normal business hours. An email notification will be sent to you if additional information is required. Please keep this information and the application period deadline in mind when creating your account.

Follow the onscreen application instructions for making a reservation and electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at https://ab856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx.

If you do not have access to a computer, you may apply and schedule a reservation for a test date online at one of the DCAS’ Computer-Based Testing & Applications Centers.

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

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For questions regarding scheduling and rescheduling refer to the Reservation and Rescheduling FAQs at https://ab856-eeexams.nyc.gov/OLEE/SeatReservation/FAQReservation.aspx.

The administration of the test is subject to change in the event of an unforeseen occurrence. If you wish to verify the test date and time, you may call DCAS Interactive Voice Response (IVR) system at (212) 669-1357 two hours before the test session you wish to attend to hear if the test is not being administered at that time. The recorded message will be heard after the “Thank you for calling” greeting. If there is no message regarding testing at the Centers, it means that testing will be administered as scheduled for that day.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans’ or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your “Application for Examination.”

If you plan to request special testing accommodations due to disability you cannot use the Self-Scheduling software. Refer to the Special Test Accommodations Section at the end of this Notice of Examination for instructions on how to apply.
You will be given the test before we review your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked “Not Qualified,” your application fee will not be refunded.

**HOW TO QUALIFY:**

**Special Patrolman Requirement:** At the time of appointment, you must meet the following qualifications for Special Patrolman status (a status given by the New York City Police Department as governed by Administrative Code Section 14-106 and Chapter 13 of Title 38 of the Rules of the City of New York):

- be twenty-one years of age or older,
- a citizen of the United States,
- a resident of New York City, unless exempted by law,
- if discharged from military service, the discharge must not have been dishonorable,
- be of good moral character, and
- have no record of convictions for any felony or serious offense as enumerated in §265.00 (17) of the New York State Penal Law. An applicant with any conviction who has a Certificate of Good Conduct providing relief from that conviction may be eligible for appointment. An applicant with a misdemeanor conviction or violation for a serious offense enumerated in Penal Law §265.00 (17), who has a Certificate of Relief from Disabilities providing relief from that conviction, may also be eligible for appointment.

All candidates will undergo a background check conducted by the New York City Police Department to verify the above qualifications, including character. This background check will commence prior to appointment. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including, but not limited to, proof of date and place of birth by transcript or record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of military service, and proof of meeting educational requirements. You must pay a $75.00 fee for fingerprint screening. Any willful misstatement or failure to present any required documents will be cause for disqualification. Further, any individual who fails to successfully pass this background check will not be appointed or will be terminated from the position.

You must maintain the above qualifications for the duration of your employment with the exception of New York City residency. After two years of continuous employment (in which residency must be maintained in New York City), residency may be allowed in Nassau, Suffolk, Westchester, Orange, Rockland, or Putnam county.

**Education Requirement:** You must meet the education requirements by January 31, 2019 for Exam No. 9322 and Exam No. 9324. You must meet the education requirements by June 30, 2019 for Exam No. 9326, and Exam No. 9328.

A four-year high school diploma or its educational equivalent, approved by a State’s Department of Education or a recognized accrediting organization.

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. You will receive instructions from the Police Department during the pre-employment screening process regarding the approved evaluation services that you may use for foreign education.

**Medical and Psychological Assessment:** Medical and psychological guidelines have been established for the position of School Safety Agent. You will be examined to determine whether you can perform the essential functions of a School Safety Agent. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

**Physical Testing:** Physical standards have been established for the position of School Safety Agent. You will be required to pass a qualifying physical test.

**Drug Screening Requirement:** You must pass a drug screening in order to be appointed.

**English Requirement:** You must be able to understand and be understood in English.

**Proof of Identity:** Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

**THE TEST:** You will be given a multiple-choice test at a computer terminal. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test may include questions which may require the use of any of the following abilities:

- **Written Comprehension:** understanding written sentences and paragraphs. Example: A School Safety Agent might use this ability when reviewing an incident report.

- **Written Expression:** using English words or sentences in writing so that others will understand. Example: A School Safety Agent might use this ability when preparing incident reports.

- **Memorization:** remembering information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information. Example: A School Safety Agent might use this ability when remembering the location of persons or items.

- **Problem Sensitivity:** being able to tell when something is wrong or likely to go wrong. It includes being able to identify the whole problem as well as elements of the problem. Example: A School Safety Agent might use this ability when dealing with an irate member of the public.

- **Deductive Reasoning:** applying general rules to specific problems and coming up with logical answers. It involves deciding if an answer makes sense. Example: A School Safety Agent might use this ability when determining the proper course of action to take when identifying and reporting a crime.
The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available at nyc.gov/dcas and at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 60817; School Security Occupational Group.

For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas