



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

REQUIRED FORMS

APPLICATION FORM
EDUCATION AND EXPERIENCE
TEST PAPER
FOREIGN EDUCATION
FACT SHEET
(IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

**NOTICE
OF
EXAMINATION**

DEPUTY CITY SHERIFF

**Exam. No. 5061
Amended Notice (April 19, 2006)**

**WHEN TO APPLY: From: April 5, 2006 APPLICATION FEE: \$30.00
To: April 25, 2006 Payable only by money order to D.C.A.S. (EXAMS)**

THE TEST DATE: The qualifying multiple-choice test is expected to be held on **Saturday, June 10, 2006.**

The Notice of Examination is amended to change the application fee from \$40.00 to \$30.00.

WHAT THE JOB INVOLVES: At Assignment Level I: Deputy City Sheriffs, under supervision, with some latitude for independent or unreviewed action or decision, perform work of varying degrees of difficulty and responsibility as civil law enforcement officers, acting for and in the name of the New York City Department of Finance-Office of the Sheriff ("City Sheriff") in carrying out duties as prescribed by the NYS Civil Practice Law and Rules, the Family Court, and other laws. They execute mandates and orders resulting from civil litigation, issued from local or State Courts of competent jurisdiction, or occasionally from courts of other states, the federal government or foreign countries; execute process involving the seizure of property pursuant to writs, warrants, garnishments and other valid court orders; give possession of real property under writs of assistance; issue summonses and complaints, subpoenas, citations, petitions, orders or other papers; apprehend persons pursuant to civil orders and warrants of arrest; escort persons in custody to detention facilities, hospitals and to and from court; attend and conduct sheriff's sales, and prepare certificates of sale and other papers incidental thereto; maintain records and make reports thereon; use automated office systems and other computer technology to input and retrieve information, including judgment debtors; may enforce security procedures in accordance with applicable guidelines; may make criminal arrests; may issue accusatory instruments for criminal offenses and violations; drive a motor vehicle; and perform related work.

Some of the physical activities performed by Deputy City Sheriffs and environmental conditions experienced are: working outdoors in all kinds of weather; climbing stairs; driving or sitting in a vehicle for extended periods of time while remaining alert; securing persons to prevent escape; understanding verbal communication over the radio with background noise; and wearing heavy equipment, bullet-resistant vest and uniform for extended periods of time.

(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 \$25,100 per annum. Upon completion of six months employment, the salary will rise to \$32,700. Incumbents will receive salary increments reaching \$63,309 per annum at the completion of five and one half years employment. All rates are subject to change. There are two assignment levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, employees may be assigned to the higher level at the discretion of the agency.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

HOW TO QUALIFY:

Education and Experience Requirements: By the last day of the Application Period you must have:

1. a baccalaureate degree from an accredited college or university; or
2. a four-year high school diploma or its educational equivalent and two years of honorable full-time U.S. military service or satisfactory professional or paraprofessional experience in law enforcement, civil enforcement, criminal justice, law, accounting, auditing, investigation, public administration, business administration, or closely related field; or

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3. education and/or experience equivalent to "1" or "2" above. College education can be substituted for the required experience in "2" above on the basis that each 30 semester credits is equated to six months of experience. However, all candidates must have a four-year ~~high~~ diploma or its educational equivalent.

Experience which is primarily secretarial or clerical in nature will not be considered acceptable for this examination.

You may be given the test before we verify 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 and you will not receive a score.

Peace Officer Status and Training: Eligibles must meet and maintain the requirements for Peace Officer status for the duration of their employment. Appointees must successfully complete a course of peace officer training, which includes instruction in deadly physical force and the use of firearms and other weapons, and will be required to carry a firearm on duty. Appointees must qualify and remain qualified for firearms usage and possession as a condition of employment for the duration of their employment. Failure to qualify and remain qualified for firearms usage and possession may result in termination.

Driver License Requirement: By the time you are appointed to this position, you must have a valid New York State Driver License with no restrictions that would preclude the performance of Deputy City Sheriff work. This license must be maintained for the duration of your employment.

Medical and Psychological Requirement: Medical and psychological guidelines have been established for the position of Deputy City Sheriff. Candidates will be examined to determine whether they can perform the essential functions of the position of Deputy City Sheriff. 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 Fitness Requirement: Eligibles will be required to pass a qualifying physical test.

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

Residency Requirement: Pursuant to the New York State Public Officers Law, you must be a New York City resident at the time of appointment to the position of Deputy City Sheriff, and you must maintain City residency for the duration of your employment.

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.

Citizenship Requirement: United States citizenship is required at the time of appointment to Deputy City Sheriff.

Character: Proof of good character is an absolute prerequisite to appointment. The following are among the factors which may be cause for disqualification: (a) conviction of an offense, the nature of which indicates lack of good moral character or disposition toward violence or disorder, or which is punishable by one or more years of imprisonment; (b) repeated convictions of an offense, where such convictions indicate a disrespect for the law; (c) discharge from employment, where such discharge indicates poor behavior or inability to adjust to discipline; and (d) dishonorable discharge from the Armed Forces.

Age Requirements: Eligibles must have reached their 18th birthday by the time of appointment.

Investigation: This position is subject to investigation before appointment. At the time of investigation, eligibles will be required to pay a \$75.00 fee for fingerprint screening. At the time of investigation and at the time of appointment, eligibles 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 of record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of meeting educational requirements. Any willful misstatement or failure to present any documents required for investigation will be cause for disqualification.

REQUIRED FORMS:

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Write your social security number, examination title and number in the box at the top right side of the cover page. Fill out Sections A, A.1, A.2, A.3, A.4, A.5, A.6 and B. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.

- 3. Foreign Education Fact Sheet (Required only if you need credit for your foreign education in this examination):** 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. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "**course-by-course**" evaluation (which includes a "document-by-document" evaluation) of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

THE TEST: You will be given a qualifying multiple-choice test and a competitive education and experience test. Your score on the competitive education and experience test will determine your place on an eligible list.

The qualifying multiple-choice test is designed to include questions which may require the use of the following abilities: understanding written sentences and paragraphs; using English words or sentences in writing so that others will understand; being able to tell when something is wrong or is likely to go wrong; remembering information, such as words, numbers, pictures and procedures; applying general rules to specific problems and coming up with logical answers; following correctly a rule or set of rules or action in a certain order; combining separate pieces of information, or specific answers to problems, to form general rules to specific problems to form general rules or conclusions; adding, subtracting, multiplying and dividing quickly and correctly; understanding how to organize a problem and then select a mathematical method or formula to solve the problem; imagining how something would look when it is moved around or when its parts are moved or rearranged. A score of 70% is required to pass the qualifying multiple-choice test. Only those candidates who pass the qualifying multiple-choice test will have their Education and Experience Test Paper rated.

On the education and experience test, you will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

Experience Credits:

3 points will be granted for each year of full-time, satisfactory experience in law enforcement, civil enforcement or criminal justice in a federal, state, city or other similar governmental law enforcement agency **up to a maximum of 30 points.**

2 points will be granted for each year of full-time satisfactory experience in law enforcement, civil enforcement or criminal justice in the private sector **up to a maximum of 20 points.**

1 point will be granted for each year of full-time, satisfactory experience in law, accounting, auditing, investigation, economics, business administration, public administration or closely related field **up to a maximum of 10 points.**

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Each year of experience will be credited under only one category which will be the highest appropriate category. Experience used to meet the minimum requirements cannot be used to gain additional credit.

Education Credits:

5 points for completion of a baccalaureate degree from an accredited college or university in criminal justice, law, accounting, economics, public administration, business administration or closely related field.

2 points will be granted for completion of 60 college semester credits from an accredited college or university in criminal justice, law, accounting, economics, public administration, business administration or closely related field.

You will receive credit for education under only one category which will be the highest appropriate category. Education used to meet the minimum requirements cannot be used to gain additional credit.

The maximum credit that will be granted for education and experience is 100. Credit will not be granted for education and experience acquired after April 25, 2006.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you pass the qualifying multiple-choice test and the education and experience test, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification for Foreign Language: If you possess the ability to speak a foreign language, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this ability. Follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification.

Probationary Period: The probationary period for this title is 24 months. Among other requirements, each appointee will be required to meet disciplinary and performance standards throughout the probationary period. The probationary period may be extended pursuant to New York Civil Service Law and the Personnel Rules and Regulations of the City of New York.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

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 in the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.
Title Code No. 30312; Sheriff Occupational Group

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