

Residency Requirement: You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

1. You begin City service as a result of this examination; or
2. You are currently a City employee and you began City service on or after September 1, 1986.

Since some agencies do not require City residency, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

English Requirement: Candidates 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.

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, the examination title and number in the box at the top right side of the cover page. Fill out Sections: A.1, A.2, A.4, 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 to meet the education and experience requirements):** 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: There will be a **written multiple-choice test** with a weight of 50 and a pass mark of 70%; there will be a **practical test** with a weight of 50 and a pass mark of 70%. Only those candidates who pass the multiple-choice test will be called to the practical test.

The multiple-choice test may include questions on operation, troubleshooting, testing and maintenance of automotive electrical and electronic systems; proper use of hand tools, electronic or electrical testing meters, instruments and accessories; knowledge of basic principles of electricity; reading wiring diagrams and service manuals; designing schematics and wiring diagrams of automotive electrical and electronic systems; record keeping techniques; preparing reports and orders; principles of supervision; standards of employee proper ethical conduct; and other related areas.

The practical test may include identifying electronic and electrical system components, tools and instruments required in troubleshooting; adjusting, diagnosing and repairing automotive electronic and electrical systems; localizing malfunctions and replacing faulty components; using electrical, electronic and mechanical instruments and related service manuals to check the operation of automotive electrical and electronic systems; performing required calculations and reporting and/or recording results; and other related areas.

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 meet the education and experience requirements, and pass the multiple-choice test and practical 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 Certifications:

The eligible list resulting from this examination may be selectively certified to fill positions which require the following license or certificates at the time of appointment:

1. New York State Class B Commercial Driver License, with no restrictions, at the time of appointment. Serious moving violations, license suspension(s) or accident(s) may disqualify.
2. New York State Certification as a Motor Vehicle Inspector certified in Light Vehicles.
3. New York State Certification as a Motor Vehicle Inspector certified in Heavy Vehicles.
4. New York State Certification as a Motor Vehicle Inspector certified in Motorcycles.
5. New York State Certification as a Motor Vehicle Inspector certified in Dyno-Emissions.

The above license or certifications must be maintained for the duration of employment. Follow the instructions given in the test booklet on the day of the multiple-choice test to indicate your interest in such selective certifications.

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. 91719; Skilled Craftsman and Operative Service.

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