



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

<b>REQUIRED FORMS</b>
APPLICATION FORM
EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

RUDOLPH W. GIULIANI  
 Mayor

WILLIAM J. DIAMOND  
 Commissioner

# NOTICE OF EXAMINATION

**EVIDENCE AND PROPERTY CONTROL SPECIALIST**  
**Exam. No. 8010**  
**Amended Notice**

**WHEN TO APPLY: From: March 3, 1999**                      **APPLICATION FEE: \$35.00**  
**To: March 23, 1999**    **Payable only by money order to D.C.A.S. (DOP)**

**THE TEST DATE:** Multiple-choice test expected to be held on **June 19, 1999.**

The Amendment of April 28, 1999 is to:

Change The Test to Written, Weight 60, 70% required; Education and Experience, Weight 40.

**WHAT THE JOB INVOLVES:** At Assignment Level I: Evidence and Property Control Specialists, under supervision, perform responsible work involving security, courier and storage functions for the transport, inspection, storage and delivery of legal and illegal substances and property such as firearms, narcotics, cash, jewelry, etc., being held in evidence by the New York City Police Department or the Office of Chief Medical Examiner; and perform related work.

Some of the physical activities performed by Evidence And Property Control Specialists and environmental conditions experienced are: loading and unloading vehicles, lifting materials weighing up to 60 pounds, working outdoors in all kinds of weather, driving a motor vehicle. You may be required to work shifts including Saturdays, Sundays and holidays.

(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 \$32,145 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments to the higher assignment level, which has additional requirements, are made at the discretion of the agency.

**HOW TO APPLY:** If you believe you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

completed form(s) and the application fee to the above address **by mail only**. Applications will not be accepted in person.

## **HOW TO QUALIFY:**

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

A four year high school diploma or its educational equivalent and three years of full-time satisfactory experience in the areas of security, law enforcement and/or active military duty.

You may be given the test before we check your qualifications.

**Driver License Requirement:** By the time you are appointed to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

**Peace Officer Requirement:** You must be able to obtain Peace Officer status as a Special Patrolman. This status must be maintained for the duration of your employment.

Among the requirements for being designated a Special Patrolman are:

1. You must have reached your 21<sup>st</sup> birthday at the time of deputization as a Special Patrolman.
2. 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) two or more convictions of an offense, where such convictions indicate disrespect for the law; (C) discharge from employment, where such discharge indicates poor behavior or inability to adjust to discipline; (D) a felony conviction or dishonorable discharge from the armed forces.
3. You must be a United States citizen at the time of appointment.

**Medical Requirement:** You are required to undergo a medical examination. You may be required to undergo a psychological examination.

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

**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.

**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 FORM(S):**

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save 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, A.1 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 "**document-by-document**" (**general**) evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education no later than eight weeks from the last date for applying for this examination.

**THE TEST:** You will be given a multiple-choice test, which will determine 60% of your score. You must achieve a score of at least 70% to pass. The multiple-choice test may include questions on reading comprehension; deductive reasoning; information ordering/prioritization; clerical skills, including file management and proofreading; basic arithmetic; and other related areas.

You will also be given an education and experience test to determine the remaining 40% of your score. Only candidates who achieve a passing score on the multiple-choice test will have their education and experience papers rated.

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 additional credit up to a maximum of 100 points on the following basis: (**Note: Experience used to meet the minimum requirement may not be used to gain additional credit.**)

**Additional Credit:**

- (A) you will receive a score of 80 points for at least one (1) but less than three (3) years of full-time, satisfactory work experience in maintaining the chain of custody of evidence and/or property for a government law enforcement agency within the United States; or
- (B) you will receive a score of 90 points for at least three (3) but less than five (5) years of full-time, satisfactory work experience in maintaining the chain of custody of evidence and/or property for a government law enforcement agency within the United States; or
- (C) you will receive a score of 100 points for at least five (5) or more years of full-time, satisfactory work experience in maintaining the chain of custody of evidence and/or property for a government law enforcement agency within the United States.

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.

Experience must be obtained by **the last day of the application period.**

**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, 2 Washington Street, 17th floor, Manhattan, to obtain a duplicate card.

**THE TEST RESULTS:** If you meet the education and experience requirements and pass the multiple-choice test, your name will be placed in 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:**

**List Termination:** The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the Commissioner.

**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."

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**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 Section 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. 71022; Special Officer Occupational Group

**For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS**