



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

REQUIRED FORM

APPLICATION FORM

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO ASSOCIATE TAXI AND LIMOUSINE INSPECTOR

Exam. No. 4516

WHEN TO APPLY: From: December 1, 2004 **APPLICATION FEE: \$35.00**
To: December 21, 2004 *Payable only by money order to D.C.A.S. (EXAMS)*

THE TEST DATE: The Multiple-choice test is expected to be held on **Saturday, March 5, 2005.**

WHAT THE JOB INVOLVES: At Assignment Level I, Associate Taxi and Limousine Inspectors, under general supervision, assist in supervising a group of inspectors enforcing Taxi and Limousine Commission rules and regulations and pertinent laws; monitor field patrol activities of a squad of inspectors on city-wide patrol; review, evaluate and complete reports on For-Hire passenger vehicles and their facilities, and other related activities; conduct special investigations including those involving complaints from the public on the operation of For-Hire vehicles; make assignments, train, and evaluate the work performance of inspectors; monitor a unit of inspectors at a central inspection facility engaged in the inspection of For-Hire passenger vehicles for mechanical fitness in conformity with established standards and physical specifications; orient and train motor vehicle inspectors; review and evaluate reports on vehicles inspected; prepare reports and keep records; may perform the duties of immediate supervisor during the latter's absence; and perform related work.

Some of the physical activities performed by Associate Taxi and Limousine Inspectors and environmental conditions experienced are: driving or sitting in a motor vehicle during a tour of duty; walking and/or standing in an assigned area during a tour; understanding verbal communication over the radio with background noise.

Special Working Conditions: Associate Taxi and Limousine Inspectors may be required to work rotating shifts including nights, 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 \$34,334 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Promotions will be made to Assignment Level I. After promotion, employees may be assigned to the higher level at the discretion of the agency.

HOW TO APPLY: If you believe you are eligible to take this examination, refer to the "Required Form" section below for the form that you must fill out. Return the completed form 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.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the Taxi and Limousine Commission who **on the date of the multiple-choice test:**

- (1) is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Taxi and Limousine Inspector; and
- (2) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

If you do not know your permanent title or whether you are on a Preferred List, check with **your agency's personnel office**.

You may be given the test before we review your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If you are marked "Not Eligible," your application fee will not be refunded and your test paper will not be rated.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

REQUIRED FORM:

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.

REQUIREMENTS TO BE PROMOTED:

Driver License Requirement: By the time you are promoted to this position, you must have a motor vehicle driver license valid in the State of New York. Serious moving violations, license suspension or accident record may disqualify. This license must be maintained for the duration of your employment.

Special Patrolman Status: Special Patrolman status must be maintained at all times as a condition of employment. Failure to maintain Special Patrolman status shall constitute a forfeiture of employment.

THE TEST: You will be given a multiple-choice test. A score of at least 70% is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 1/2 point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

The Written Test Description: To be announced at a later date.

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 multiple-choice test and are marked eligible, 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 promotion when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification for New York State Department of Motor Vehicles Inspection Certificate, Emissions Qualified: The eligible list resulting from this examination may be selectively certified to fill positions requiring eligibles who on the date of promotion possess a New York State Department of Motor Vehicles Inspection Certificate, Emissions Qualified. If you have a New York State Department of Motor Vehicles Inspection Certificate, Emissions Qualified, you may be considered for promotion to positions requiring this certificate through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certificate. This certificate must be maintained for the duration of this assignment. 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.

SPECIAL ARRANGEMENTS:

Late Filing: Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- (1) You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
- (2) You are appointed to the eligible title after the above application period but on or before the date of the multiple-choice test.

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."

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment;
- (3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
- (4) absence due to ordered military duty; or
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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. 35143; Public Health and Safety Inspectional Occupational Group.

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