



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

REQUIRED FORMS

APPLICATION FORM

RUDOLPH W. GIULIANI  
Mayor

WILLIAM J. DIAMOND  
Commissioner

## NOTICE OF EXAMINATION

### PROMOTION TO SUPERVISOR OF HOUSING CARETAKERS Exam. No. 9525 New York City Housing Authority

**WHEN TO APPLY:** From: December 1, 1999      **APPLICATION FEE:** \$30.00  
To: December 21, 1999      *Payable only by money order to D.C.A.S. (EXAMS)*

**THE TEST DATE:** Multiple-choice test expected to be held on **Saturday, June 10, 2000.**

**WHAT THE JOB INVOLVES:** Under supervision, Supervisors of Housing Caretakers instruct and supervise the Housing Caretakers responsible for cleaning and maintaining the grounds, public spaces and stair halls of public housing developments; perform related work.

(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 \$27,450 per annum. This rate is subject to change.

**HOW TO APPLY:** If you believe you are eligible to take this examination, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to the above address **by mail only**. Applications will not be accepted in person.

**ELIGIBILITY TO TAKE EXAMINATION:** This examination is open to each employee of the New York City Housing Authority who **on the date of the multiple-choice test:**

- (1) is permanently (not provisionally) employed in or appears on a preferred list for the competitive class title of Housing Caretaker or Housing Exterminator or the labor class title of Caretaker (Housing Authority); and
- (2) and is not otherwise ineligible.

If you do not know your permanent title or whether you are on a preferred list, check with **your agency's personnel office**. This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements. If you are marked "not eligible", your application fee will not be refunded.

You may be given the test before a review of your eligibility.

**ELIGIBILITY TO BE PROMOTED:** In order to be eligible for promotion, you must have completed your probationary period in an eligible title as indicated in the above "Eligibility To Take Examination" section and you must be permanently employed in such title at the time of promotion.

#### REQUIRED FORM(S):

**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.

**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 ½ point for each three months of completed, permanent, continuous service with the City of New York in competitive or labor class titles. Your service will be credited through the date of the first 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 multiple-choice test may include questions on caretaker maintenance procedures; tools and equipment;

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Housing Authority rules and regulations; principles of supervision; clerical abilities; job-related computations; writing; reading comprehension; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; 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, 2 Washington Street, 17th 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 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 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 an 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, 2 Washington Street, 17th Floor, New York, NY 10004, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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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. 82011; Housing Maintenance and Custodial Occupational Group

For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS  
Internet: [www.ci.nyc.ny.us/html/dcas/home.html](http://www.ci.nyc.ny.us/html/dcas/home.html)