



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

## SANITATION ENFORCEMENT AGENT Exam. No. 6009 Second Amended Notice - September 20, 2006

**WHEN TO APPLY:** From: September 25, 2006      **APPLICATION FEE:** \$30.00  
To: October 6, 2006      *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, December 2, 2006.**

The Notice of Examination is amended to reopen filing from September 25, 2006 through October 6, 2006, and to change the multiple-choice test date from November 18, 2006 to December 2, 2006. Candidates who filed previously need not file again.

**WHAT THE JOB INVOLVES:** Sanitation Enforcement Agents, under supervision, are responsible for enforcement of certain laws, rules and regulations of the New York City Health and Administrative Codes, New York State Public Health Law (Canine Waste), New York State Vehicle and Traffic Laws, and New York City Traffic Regulations; and prepare and issue summonses for certain violations thereof. They inspect commercial and residential establishments, streets and sidewalks; perform security duty at Department of Sanitation facilities; operate and monitor hand-held communication devices; assist in the preparation of cases relating to summonses issued, for trial in court or before an Administrative Tribunal; operate a motor vehicle; and perform related work.

Some of the physical activities performed by Sanitation Enforcement Agents and environmental conditions experienced may include: working outdoors in all kinds of weather and patrolling on foot for long 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 \$24,447 per annum. This rate is subject to change.

**HOW TO APPLY:** If you believe that you meet the requirements in the "How to Qualify" section, 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.

### HOW TO QUALIFY:

**Education Requirement:** By the **date of appointment**, you must have a four-year high school diploma or its educational equivalent.

**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.

**Medical Requirement:** Medical guidelines have been established for the position of Sanitation Enforcement Agent. Candidates will be examined to determine whether they can perform the essential functions of the position of Sanitation Enforcement Agent. 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.

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

**Residency Requirement:** You must be a City resident within ninety days of the date you are appointed to the position of Sanitation Enforcement Agent if:

- (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.

You must maintain City residency as a condition of employment.

**English Requirement:** You must be able to understand and be understood in English.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**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.

**Investigation:** You will be investigated prior to appointment. At the time of investigation and at the time of appointment, candidates 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, and proof of any military service and proof of educational requirements. Any willful misstatement or failure to present any required documents will be cause for disqualification. Investigation must be completed prior to appointment.

**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.

**THE TEST:** You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test may include questions on remembering new information; understanding the order in which to do things; understanding written language; communicating information to another person; recognizing the existence of a problem; applying general rules to a specific situation or identifying a common element in several different situations; recognizing where you are in relation to the space you are in and using a map or diagram to get from one position to another; adding, subtracting, multiplying, and dividing quickly and correctly; understanding and organizing a problem and selecting a mathematical method or formula to solve the problem; combining separate pieces of information or specific answers to problems to form general rules or conclusions; imagining how something would look when it is moved around or when its parts are moved or rearranged; 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 pass the multiple-choice 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:**

**Probationary Period:** The probationary period is one year. Appointees will be required to successfully complete a prescribed training course prior to the end of the probationary period. Those who fail to successfully complete the training course will be terminated.

**Conditions of Employment:** Employees will be required to purchase uniforms at the time of employment. After completing six months of service in a fiscal year, employees will be eligible for a uniform allowance. Employees will be required to work rotating shifts, including Saturdays, Sundays, holidays and overtime, depending upon the needs of the service. The work week is 40 hours.

**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 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. 71681; Sanitation Enforcement Occupational Group

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