



THE CITY OF NEW YORK
 DEPARTMENT OF CITYWIDE
 ADMINISTRATIVE SERVICES
 APPLICATION UNIT
 1 CENTRE STREET, 14TH FLOOR
 NEW YORK, NY 10007

REQUIRED INFORMATION
AFFIRMATION FORM
FOREIGN EDUCATION EVALUATION GUIDE (IF APPLICABLE)

BILL DE BLASIO
 Mayor

LISETTE CAMILO
 Commissioner

NOTICE OF EXAMINATION

JUVENILE COUNSELOR

Exam No. 6066

WHEN TO APPLY: From: June 1, 2016	APPLICATION FEE: \$54.00
To: June 29, 2016	If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.

**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY
 BEFORE YOU SUBMIT YOUR APPLICATION.**

WHAT THE JOB INVOLVES: At Assignment Level I: Juvenile Counselors, under direct supervision, during an assigned tour of duty, are responsible for the custody, direct care, supervision and counseling of youths in the custody of the Administration for Children’s Services. They maintain the safety and order of youths in juvenile detention facilities, dormitories, corridors, dining rooms, recreation areas and classrooms; accompany, supervise and provide security for youths in transit to/from and during their presence at locations, such as courts, court detention rooms, hospitals and related facilities; guide youths through court processes during the adjudication of their cases; assist in maintaining the security of premises; identify and report any unusual occurrences; communicate with other Juvenile Counselors to exchange pertinent information; establish positive rapport with youths to prevent incidents, including physical altercations between youths and intervene before or during escalation of incidents or destruction of property; guide and direct group and recreational activities; supervise meals, visits, and recreational programs; conduct searches to ensure the custody and safety of youths; conduct searches in order to detect and confiscate contraband; enforce security procedures in accordance with agency guidelines; implement constructive programs designed to establish a harmonious environment; counsel and help youths, individually or in a group, to assist them in the development of socially desirable behaviors; confer regularly with appropriate staff members regarding special/medical needs of individual youths; oversee the sanitation, health and hygiene practices of youths; regularly take attendance and are aware of census of youths assigned; prepare reports and keep records, as required, including making log book entries and preparing incident reports; and may be required to drive a motor vehicle to transport youths in care. All Juvenile Counselors perform related work.

Special Working Conditions: Juvenile Counselors are required to work shifts to cover the 24/7 operation, including overnights, Saturdays, Sundays, holidays and mandatory overtime. Juvenile detention facilities are located in the Bronx and Brooklyn. These facilities operate 24 hours/7 days a week. Courts are located in all five boroughs. Locations and shift assignments are based on the needs of the agency.

Some of the physical activities performed by Juvenile Counselors and environmental conditions experienced are: using physical restraint techniques as appropriate; restraining youths if the situation warrants it; attending, participating in and passing Safe Crisis Management (SCM) training as well as attending and participating in other mandated training to comply with mandated laws, departmental policies, and applicable rules and regulations; standing for extended periods of time; walking up stairs; working 16 hours continuously (when assigned a double tour); working outdoors as well as indoors, and driving a motor vehicle in all kinds of weather. They may be required to drive a motor vehicle to transport youths in care in all kinds of weather.

(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 \$37,492 per annum. Incumbents will receive salary increments of \$43,116 per annum at the completion of two years of employment. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level at the discretion of the agency.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the**

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver.

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan

2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn

210 Joralemon Street
4th Floor
Brooklyn, NY 11201

You must complete the entire examination by midnight, Eastern time, of the last day of the Application Period (June 29, 2016). If you have questions about applying for this examination, you may contact DCAS at OASys@dcas.nyc.gov

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

HOW TO QUALIFY: This is a computer-based Education and Experience Test. Your education and experience will be evaluated online and you will receive immediate tentative results. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

Education and Experience Requirements:

1. A baccalaureate degree from an accredited college or university; or
2. An associate degree from an accredited college or university, **plus** two years of full-time satisfactory experience working directly with youths (ages 10-18) or developmentally disabled adults or adolescents (age 10 or up) in a group, community, educational, or institutional setting; or
3. A four-year high school diploma or its educational equivalent, **plus** four years of full-time satisfactory experience as described in "2" above; or
4. A satisfactory combination of education and/or experience that is equivalent to "1", "2", or "3", above. Experience may be substituted for education on the basis that one year of full-time satisfactory experience as described in "2" above is equated to 30 college semester credits. However, all candidates must possess a four-year high school diploma or its educational equivalent.

The education requirement must be met by June 30, 2016. The experience requirement must be met by the last day of the Application Period (June 29, 2016).

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

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. This is required only if you need credit for your foreign education in this examination.

You must clearly specify in detail all of your relevant education and experience on your Online Education and Experience Test. You have until midnight Eastern time on the last day of the Application Period (June 29, 2016) to complete and submit your Online Education and Experience Test by clicking on the "Final Submit" button or it will be automatically submitted after midnight on the last day of the Application Period (June 29, 2016). Once your Online Education and Experience Test is finally submitted, it will be rated based on the information you provided and saved. If you are currently employed by the City of New York, be sure to include information about your current job. If you have applied for a previous examination, do not assume information you provided on a previous Education and Experience Test has been saved. If you are found "Not Qualified," you will **not** be able to submit new or additional information about your education and/or experience online.

You will not receive credit for education which you obtain after June 30, 2016 or experience which you obtain after the end of the Application Period.

In order to receive credit for satisfactory full-time experience working directly with youths (ages 10-18) or developmentally disabled adults or adolescents (age 10 or up) in a group, community, educational, or institutional setting, for each employment you must have performed at least **five (5)** of the tasks listed in one of the following Task Categories of the **Juvenile Counselor Task Inventory**. (For more information, see **Item #3** in the *Special Insert: Guide for Completing the Online Examination* at the end of this document.)

Task Category #	Task Category
0100.0000	Performs professional work with youths (ages 10-18) or developmentally disabled adults or adolescents (age 10 or up) in a group and/or an institutional setting such as a detention center, shelter, residential treatment center, youth rehabilitation center, child care institution or group home. (15 Tasks)
0200.0000	Performs professional work in a school, group, educational, or community work setting involving youths (ages 10-18) or developmentally disabled adults or adolescents (age 10 or up). (16 Tasks)

The complete Juvenile Counselor Task Inventory is as follows:

0100.0000	Performs professional work with youths (ages 10-18) or developmentally disabled adults or adolescents (age 10 or up) in a group and/or an institutional setting such as a detention center, shelter, residential treatment center, youth rehabilitation center, child care institution or group home. (15 Tasks)
0100.0001	Responsible for care and custody of residents in detention or other settings that have areas such as dormitories, corridors, dining rooms, recreation rooms, classrooms, court detention rooms and hospitals while juvenile cases are being adjudicated in court or while residents are being housed for other reasons.
0100.0002	Assists in the maintenance of security premises by performing regular room, corridor and facility searches.
0100.0003	Conducts scheduled and unscheduled pat frisks and other personal body searches of residents to ensure the safety of residents and staff.
0100.0004	Takes regular attendance and head counts of residents at the beginning of shift, end of shift, whenever leaving or arriving at an area, and during fire drills; confirms census headcount is accurate.
0100.0005	Monitors residents within areas of responsibility to ensure adherence to procedure and guidelines.
0100.0006	Responds, intervenes, counsels, mediates and de-escalates residents during and after emergencies such as disturbances, disputes and physical conflicts.
0100.0007	Evaluates and reports breaches in security such as doors and equipment not working properly.
0100.0008	Conducts proper area searches and conducts inspections for contraband such as weapons, drugs, and money.
0100.0009	Monitors and observes the behavior of residents returning to proper dormitory or living area after court appearances, activities, change of custody, or other change in circumstance and ensures all residents are well and accounted for.
0100.0010	Observes residents at meal, recreation, and other activities for potential issues such as improper attire and unusual behavior.
0100.0011	Monitors, leads, and participates in a schedule of activities in the gym and other program areas while also safely coordinating movement of groups.
0100.0012	Takes appropriate action when contraband is found or misbehavior is exhibited such as writing incident reports, conducting follow up conferences with resident(s) and assessing action on a behavior management system if warranted.
0100.0013	Defuses escalated situations relating to physical fights, disagreements or gang related activities.
0100.0014	Supervises and accompanies residents during their transit to outside locations such as other facilities, hospitals, courts, attorney's offices, prisons or jails, clinics, and funerals.
0100.0015	Implements constructive programs by conducting rap sessions to teach or impact pro-social skills, designed to establish well-being among residents.
0200.0000	Performs professional work in a school, group, educational, or community work setting involving youths (ages 10-18) or developmentally disabled adults or adolescents (age 10 or up). (16 Tasks)
0200.0001	Establishes rapport with clients/students to enable open lines of communication, promote positive behavior and reduce or prevent confrontation or concerning behavior.
0200.0002	Participates and/or facilitates group activities with clients/students.
0200.0003	Participates in counseling and/ or mediation sessions with clients/students to facilitate resolutions of adjustment problems in school, with peers or with family members.
0200.0004	Implements constructive programs by conducting rap sessions and skill-building workshops to teach or impact pro-social skills, designed to establish a harmonious environment and well-being among clients/students.
0200.0005	Counsels and helps clients/students, individually or in groups, to assist them in the development of socially desirable habits and behavior patterns.
0200.0006	Supervises clients/students in relation to appropriate personal hygiene, appearance and maintaining a clean and orderly environment.
0200.0007	Holds and participates in team conferences with or regarding clients/students when scheduled or needed; taking actions based on the conference including adhering to discussed plans and completing appropriate observation reports.
0200.0008	Ensures that all interventions with clients/students, both verbal and physical, are appropriate and professional.
0200.0009	Counsels clients/students and attempts to help them resolve problems they may be experiencing such as fights with other residents or counselors.
0200.0010	Provides in service training, skill building, coaching, orientation and mentoring of new clients/students to a program or service.
0200.0011	Documents and reports allegations of child abuse, unusual behavior, or other violations of policy and procedure.
0200.0012	Interviews, engages with, and observes clients/students; reviews records, and/or conducts assessments to evaluate their mental or physical condition.
0200.0013	Participates in job development, job readiness and/or placement programs, contacting prospective employers about jobs, internships, or volunteer work.
0200.0014	Assesses clients/students for risk of suicide attempts and other self-harming or dangerous behaviors and performs crisis intervention techniques and/or refers the clients/students for services.

- 0200.0015 Administers drug and alcohol tests, including random drug screens of clients/students to verify compliance with substance abuse treatment programs.
- 0200.0016 Networks with parole officers, community agencies, psychiatric and clinical service providers or facilities, families and aftercare agencies to plan for helping clients/students or offenders with life adjustments.

Assignment of Duties: Section 424-a of the NYS Social Services Law requires an authorized agency to inquire whether a candidate selected for employment who will have regular and substantial contact with children is, or has been, the subject of an indicated child abuse and maltreatment report on file with the Statewide Central Register for child abuse and maltreatment. Statewide Central Register checks will be obtained as part of the background screening process for selected candidates. Candidates who have been the subject of an indicated child abuse and maltreatment report may not be hired or assigned to any position that requires regular and substantial contact with children. All candidates considered for appointment must obtain Statewide Central Register clearance prior to the date of appointment.

The Protection of People with Special Needs Act: Article 20 of the NYS Executive Law and Article 11 of the NYS Social Services Law require an authorized agency to inquire whether a candidate selected for employment to a position with the potential for regular and substantial contact with vulnerable persons with special needs has been found responsible for serious or repeated acts of abuse and neglect through a check of the Staff Exclusion List maintained by the NYS Justice Center for the Protection of People with Special Needs. Candidates who have substantiated/indicated cases on file with the Staff Exclusion List will not be hired or assigned to such a position.

Appointment into this title is subject to the Federal Regulations of the Prison Rape Elimination Act (PREA), Section 115.317 on Hiring and Promotion in Juvenile Facilities. As per PREA, the Administration for Children's Services will not hire or promote anyone who may have contact with residents, and who has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997); or who has been convicted or civilly or administratively adjudicated to have engaged or attempted to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse.

All candidates considered for appointment will be fingerprinted and subject to a criminal history check.

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

Section 180.8(i)(1) of the New York State Juvenile Detention Facilities Regulations [9 NYCRR §180.8(i)(1)] states that each facility shall observe the following:

- A. Health Examination - A physical examination, including a tuberculin skin test with a chest x-ray where such test is positive, and serological tests as indicated, shall be required of all staff as a condition of employment.
- B. Annual re-examinations, including a tuberculin skin test, and chest x-ray if the skin test is positive, shall be required of staff having frequent and regular contact with children.

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

Residency: City residency is not required for this position.

English Requirement: You 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 INFORMATION:

1. **Affirmation Form:** The Affirmation Form, which is found online, must be printed, signed, dated and sent by mail to the address on the form. If DCAS does not receive your completed Affirmation Form, your application will not be considered complete, and your name will not appear on the eligible list for the examination.
2. **Foreign Education Evaluation Guide (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 Evaluation Guide located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. When you contact the evaluation service, ask for the evaluation as follows:
 - (A) If you wish to claim a degree, diploma, and/or semester credits as stated in paragraphs "1", "2", "3", or "4" in the "How to Qualify" section on page 2, then ask for a "**document-by-document**" (general) evaluation.
 - (B) If you wish to claim semester credits in one or more of the acceptable fields as stated in "The Test" section on page 5, then ask for a "**course-by-course**" evaluation (which includes a "**document-by-document**" evaluation).

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: Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed above in the “How to Qualify” section on page 2. After these requirements are met, you will receive additional credit for a maximum of five years of satisfactory experience up to a maximum of 100 points on the following basis:

Additional Points for Education:

If you have semester credits completed at an accredited college or university in course work in criminal justice, education, psychology, sociology, and/or social work, for the completion of:

You will receive:

1 to 5 semester credits	0.5 points
6 to 10 semester credits	1.0 point
11 to 15 semester credits	1.5 points
16 to 20 semester credits	2.0 points

(For more information, see **Item #3** in the *Special Insert: Guide for Completing the Online Examination* at the end of this document.)

Additional Points for Experience:

If you have satisfactory full-time experience performing professional work with youths (ages 10-18) or developmentally disabled adults or adolescents (age 10 or up) in a group and/or an institutional setting such as a detention center, shelter, residential treatment center, youth rehabilitation center, child care institution or group home, you will receive:

0.50 points for each month of satisfactory full-time experience

In order to receive credit for satisfactory full-time experience in a group and/or an institutional setting such as a detention center, shelter, residential treatment center, youth rehabilitation center, child care institution, or group home, for each employment you must have performed at least **five (5)** of the tasks listed in the following Task Category #0100.000 of the **Juvenile Counselor Task Inventory**. (For more information, see **Item #3** in the *Special Insert: Guide for Completing the Online Examination* at the end of this document.)

Task Category #	Task Category
0100.0000	Performs professional work with youths (ages 10-18) or developmentally disabled adults or adolescents (age 10 or up) in a group and/or an institutional setting such as a detention center, shelter, residential treatment center, youth rehabilitation center, child care institution or group home. (15 Tasks)

If you have satisfactory full-time experience performing professional work in a school, group, educational, or community work setting involving youths (ages 10-18) or developmentally disabled adults or adolescents (age 10 or up), you will receive:

0.25 points for each month of satisfactory full-time experience

In order to receive credit for satisfactory full-time experience in a school, group, educational, or community setting, for each employment you must have performed at least **five (5)** of the tasks listed in the following Task Category #0200.0000 of the **Juvenile Counselor Task Inventory**. (For more information, see **Item #3** in the *Special Insert: Guide for Completing the Online Examination* at the end of this document.)

Task Category #	Task Category
0200.0000	Performs professional work in a school, group, educational, or community work setting involving youths (ages 10-18) or developmentally disabled adults or adolescents (age 10 or up). (16 Tasks)

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. **Each year of experience will be credited under only one category which will be the highest appropriate category. A maximum of 60 months of satisfactory experience will be credited**

Experience used to meet the minimum requirements cannot be used to gain additional credit.

You must clearly specify in detail all of your relevant education and experience on your Online Education and Experience Test. You have until midnight Eastern time on the last day of the Application Period (June 29, 2016) to complete and submit your Online Education and Experience Test by clicking on the “Final Submit” button or it will be automatically submitted after midnight on the last day of the Application Period (June 29, 2016). Once your Online Education and Experience Test is finally submitted, it will be rated based on the information you provided and saved. If you are currently employed by the City of New York, be sure to include information about your current job. If you have applied for a previous examination, do not assume information you provided on a previous Education and Experience Test has been saved. If you are found “Not Qualified,” you will **not** be able to submit new or additional information about your education, certificate and/or experience online.

Education must be obtained **by June 30, 2016** and experience must be obtained by **the last day of the Application Period**.

THE TEST RESULTS: Immediately after you have submitted the examination online, you will be informed of the results. If you are found Qualified, you will receive a tentative score. At the time of establishment of the eligible list for this examination, your score will become final, your name will be placed in the final score order on the eligible list, and you will be given a list number. You will be notified by mail of your final test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

CHANGE OF MAILING AND/OR EMAIL ADDRESS: It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

ADDITIONAL INFORMATION:

Investigation: The position is subject to investigation before appointment. At the time of investigation, you will be required to pay a \$89.75 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of a high school diploma or equivalent, 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. Any willful misstatement or failure to present any required documents will be cause for disqualification. Investigation must be completed prior to appointment.

Selective Certification for Driver License: If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you wish to apply for this Selective Certification, select this Selective Certification in the Selective Certification section of the Online Education and Experience Test. **If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**

Selective Certification for Gender: The eligible list resulting from this examination may be selectively certified to fill vacancies designated for males or females only based on a bona fide occupational qualification. When the eligible list is not selectively certified as stated herein, appointments will be made without regard to the gender of the eligibles. If you wish to apply for this Selective Certification, select this Selective Certification in the Selective Certification section of the Online Education and Experience Test.

Selective Certification for Foreign Language and/or American Sign Language: If you can speak Albanian, Arabic, Bengali, Bosnian/Serbo-Croatian, Chinese (Cantonese), Chinese (Mandarin), French, Greek, Haitian/Creole, Hindi, Italian, Japanese, Korean, Portuguese, Polish, Russian, Spanish, Tibetan, Urdu, Vietnamese, West African Languages (e.g., Ibo, Swahili, Yoruba), Yiddish and/or you know American Sign Language, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. If you wish to apply for this Selective Certification, select this Selective Certification in the Selective Certification section of the Online Education and Experience Test.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the Selective Certification you are requesting on your correspondence.

Application Receipt: You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at OASys@dcas.nyc.gov. Include your social security number and the examination number and title in your email. You will also be mailed an acknowledgment letter within three months of the last date of the application period. If you do not receive an acknowledgment letter, write to this agency, Attention: Administration, Customer and Exam Support, 1 Centre Street, 14th Floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

Special Insert: Guide for Completing the Online Examination

This online examination consists of the following sections:

- Application, including the Notice of Examination and payment of fee
- Educational Level
- Education (College Credits)
- Education (Subject Area)
- Employment/Work Experience
- Selective Certification
- Survey

There are detailed instructions online for each of these sections, so make sure that you read these instructions before you begin to fill out each section. In addition, the **Overview** and **Frequently Asked Questions (FAQs)**, which are accessible throughout the examination process, contain valuable information about the online examination process and civil service procedures governing examinations. This guide is a brief summary of some of the items found in these instructions.

1. **Prior to Applying for the Examination:** This examination requires all candidates to meet the Education and Experience Requirements listed in the **How to Qualify** section beginning on page 2 of this Notice of Examination (NOE). All candidates must meet the following:

A. **Education:** You **must** have the required education described in the **How to Qualify** section of the NOE in order to qualify for this examination. If you do not meet the education requirements, you will be found **NOT QUALIFIED** and your application fee will not be refunded.

2. **Completing the APPLICATION:** You **must** complete the application and examination by midnight, Eastern time, of the last day of the application period. **Your application is not complete until you pay the Application Fee.** If you do not complete your application, there will be no record that you applied for the examination. Once you complete your application, you will be automatically directed to the **Online Education and Experience Test**, where you may save your Education, Experience, and, if applicable, Selective Certification(s).

3. **Completing the Online Education and Experience Test:**

A. **Completing the EDUCATION LEVEL section:**

(I) For each degree and/or diploma you select, you must fill out the information requested.

(II) If you were educated in a **foreign country**, your examination will be tentatively scored based on the education level you claim. You must arrange for a foreign education evaluation to be sent directly to DCAS by a DCAS-approved foreign education evaluation service no later than eight weeks from the last day of the application period. An acceptable foreign education evaluation must include your full social security number printed on it by the evaluation service. If your foreign education evaluation differs from what you claimed, or if DCAS does not receive an acceptable foreign education evaluation directly from a DCAS-approved evaluation service, DCAS will re-score your examination and may mark you **NOT QUALIFIED**.

B. **Completing the Education (College Credits) section:** If you wish to claim college credits you earned or will earn by June 30, 2016 to be substituted for experience, enter the number of college credits you completed for each college or university that you attended. If you claimed a diploma or degree in the Educational Level section and wish to claim credits you completed above this diploma or degree, enter the number of credits you earned for the degree as well as additional credits that you have earned or will earn by June 30, 2016. The college credits you enter in the Education (College Credits) section must account for the total number of college credits you have obtained or will obtain by June 30, 2016.

If any of the college credits claimed were gained in a foreign country, see "A (II)" above.

C. **Completing the Education (Subject Area) section:** If you wish to claim college credits in criminal justice, education, psychology, sociology and/or social work as described in the *The Test* section, enter the total number of college credits in criminal justice, education, psychology, sociology and/or social work that you have earned or will earn by June 30, 2016 for each college or university that you attended. Education (Subject Area) credits must be included in the total number of college credits entered in the Education (College Credits) section.

If any of the college credits claimed were gained in a foreign country, see "A (II)" above.

D. **Completing the EMPLOYMENT/WORK EXPERIENCE section:** For each job you list you **must** fill out in detail all of the information requested. A maximum of one year of full-time experience will be credited for each 12-month period. Part-time experience will be pro-rated according to the following ranges:

35 hours per week or more = 100%

34 hours per week or less will be pro-rated as a percentage of a 35 hour work week.

For each job, you must select the tasks you performed from the tasks listed in the drop-down menu.

(I) **Professional experience with youths (ages 10-18) or developmentally disabled adults or adolescents (age 10 or up) in a group and/or an institutional setting such as a detention center, shelter, residential treatment center, youth rehabilitation center, child care institution, or group home:** In order to receive credit for professional experience with youths (ages 10-18) or developmentally disabled adults or adolescents (age 10 or up) in a group and/or an institutional setting such as a detention center, shelter, residential treatment center, youth rehabilitation center, child care institution, or group home for each job you must select at least **five (5)** tasks from the tasks listed under Task Category #0100.0000. For example, if you select four (4) or fewer tasks from Task Category #0100.0000, the job will **not** receive credit. As an additional example, if you select four (4) or fewer tasks from Task Category #0100.0000 and four (4) or fewer tasks from Task Category #0200.0000, the job will **not** receive credit.

(II) **Professional experience in school, group, educational, or community work setting involving youths (ages 10-18) or developmentally disabled adults or adolescents (age 10 or up):** In order to receive credit for professional experience in school, group, educational, or community work involving youths (ages 10-18) or developmentally disabled adults or adolescents (age 10 or up), for each job you must select at least **five (5)** tasks from the tasks listed under Task Category #0200.0000. For example, if you select four (4) or fewer tasks from Task Category #0200.0000 for a job, the job will **not** receive credit. As an additional example, if you select four (4) or fewer tasks from Task Category #0100.0000 and four (4) or fewer tasks from Task Category #0200.0000, the job will **not** receive credit.

E. **Completing the Selective Certification section:** This section is optional and will not affect your score.

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 at nyc.gov/dcas and at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 52295; Juvenile Counseling Occupational Group.

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