**NYC DCAS**
Citywide Administrative Services

ERIC L. ADAMS
Mayor

DAWN M. PINNOCK
Commissioner

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

# NOTICE OF EXAMINATION

| TRAFFIC ENFORCEMENT AGENT |
| :---: |
| Exam No. 4318 |

**WHEN TO APPLY:** From: October 4, 2023

To: November 8, 2023

**APPLICATION FEE: $47.00**

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.00% of the payment amount. This service fee is nonrefundable.

**THE TEST DATE:** Multiple-choice testing is expected to begin on **Thursday, December 28, 2023**.

**YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE
BEFORE YOU SUBMIT YOUR APPLICATION.**

## WHAT THE JOB INVOLVES:

At Assignment Level I, under supervision, Traffic Enforcement Agents patrol an assigned area in order to enforce laws, rules and regulations relating to movement, parking, stopping and standing of vehicles. They prepare and issue paper and electronic summonses for violations; prepare and issue summonses to vehicles and motorists; testify at administrative hearing offices and court; report inoperative or missing parking meters and traffic conditions requiring attention; prepare required reports; operate a motor vehicle; operate portable and vehicle radios and other electronic equipment; and perform related work.

**Special Working Conditions:**

Traffic Enforcement Agents 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. Some of the physical activities performed by Traffic Enforcement Agents and environmental conditions experienced are 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 $32,986 per annum. This salary is subject to collective bargaining increase. In addition, there are three assignment levels at higher salary rates. Appointments will be made to Assignment Level 1. Upon satisfactory completion of the one-year probationary period, candidates will be eligible for appointment to Assignment Level 2 for which the current minimum salary is $41,493. Levels 1, 2, and 3 have salary steps based on the union contract.

## HOW TO QUALIFY:

You will be given the test before we verify your qualifications. You are responsible for determining whether or not you meet the education and experience requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you may not receive a score.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

By the date of appointment, you must have:

A four-year high school diploma or its educational equivalent, approved by a State's Department of Education or a recognized accrediting organization.

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. You will receive instructions from the Police Department during the pre-employment screening process regarding the approved evaluation services that you may use for foreign education.

**Driver License Requirement:** By the time you reach one year in 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. Assignment to Traffic Enforcement Agent Level III requires a W (tow truck) endorsement to your motor vehicle license. This license must not include any restrictions.

**Medical and Psychological Requirement:**

Medical and psychological guidelines have been established for the position of Traffic Enforcement Agent. You will be examined to determine whether you can perform the essential functions of a Traffic Enforcement Agent. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take these medical and psychological examinations, and/or to perform the essential functions of the job. Eligibles may have to pass an additional medical screening before

| READ CAREFULLY AND SAVE FOR FUTURE REFERENCE |
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assignment to Assignment Level III.

**Drug Screening Requirement:**

You must pass a drug screening in order to be appointed. Incumbents at Assignment Level III are subject to additional drug screening.

**Special Patrolman Status:**

Assignment to Traffic Enforcement Agent Level IV requires that you qualify for Special Patrolman status from the NYC Police Commissioner as governed by Administrative Code Section 14-106 and Chapter 13 of Title 38 of the Rules of the City of New York. This designation must be maintained for the duration of employment at Assignment Level IV. Consult the appointing agency's personnel office at the time of your assignment to Level IV for the qualifications for Special Patrolman Status.

**Residency Requirement Advisory**:

Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the appointing agency's personnel office at the time of the appointment interview to find out if City residency is required.

**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 an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

**HOW TO APPLY:**

If you believe you meet the requirements in the "How to Qualify" section, apply using 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 apply 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 apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and 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-exams.nyc.gov/OASysWeb/Home/FAQ*. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online. However, you must schedule a customer service appointment prior to your visit. Due to the COVID-19 pandemic, DCAS no longer permits walk-ins at DCAS sites. The centers will be open Monday through Friday from 9:00 AM to 5:00 PM.

| **Manhattan** | **Brooklyn** | **Queens** |
|---|---|---|
| 2 Lafayette Street | 210 Joralemon Street | 118-35 Queens Boulevard |
| 17th Floor | 4th Floor | 5th Floor |
| New York, NY 10007 | Brooklyn, NY 11201 | Forest Hills, NY 11375 |

| **Staten Island** | **Bronx** |
|---|---|
| 135 Canal Street | 1932 Arthur Avenue |
| 3rd Floor | 2nd Floor |
| Staten Island, NY 10304 | Bronx, NY 10457 |

**The DCAS Computer-based Testing & Application Centers will be closed on Monday, October 9, 2023 and Tuesday, November 7, 2023.**

To schedule a customer service appointment through OASys for an exam-related or eligible list-related inquiry, find **Exam #1889**, click **Apply**, and follow the instructions provided to reserve your appointment location, date, and time.

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. 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

*https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf* and available at the DCAS Computer-based Testing & Application Centers. This guide gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, 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."

**THE TEST:**

You will be given a multiple-choice test at a computer terminal. 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 which require the use of any of the following abilities:

**Deductive Reasoning:** applying general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense. **Example**: A Traffic Enforcement Agent might need this ability to enforce rules and regulations relating to movement, parking, stopping, and standing of vehicles.

**Inductive Reasoning:** combining separate pieces of information, or specific answers to problems, to form general rules or conclusions. It involves the ability to think of possible reasons for why things go together. **Example**: A Traffic Enforcement Agent might need this ability to determine a description of an accident from multiple witnesses with differing information.

**Information Ordering:** following correctly a given rule or set of rules to arrange things or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations. **Example**: A Traffic Enforcement Agent might need this ability to place summonses in order by the type of infraction.

**Memorization:** remembering information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information. **Example**: A Traffic Enforcement Agent might need this ability to report inoperable or missing parking meters and traffic conditions requiring attention.

**Number Facility:** the degree to which adding, subtracting, multiplying and dividing can be done quickly and correctly. These can be steps in other operations like finding percentages. **Example**: A Traffic Enforcement Agent might need this ability to count the number of summonses issued in one day.

**Problem Sensitivity:** being able to tell when something is wrong or is likely to go wrong. Problem sensitivity includes being able to identify the whole problem as well as the elements of the problem. **Example**: A Traffic Enforcement Agent might need this ability to monitor traffic flow and impediments, including, but not limited to on-street construction, manhole activity, or special events.

**Spatial Orientation:** determining where you are in relation to the location of some object or where the object is in relation to you. **Example**: A Traffic Enforcement Agent might need this ability to direct and control traffic at assigned locations.

**Written Comprehension:** understanding written sentences and paragraphs. **Example**: A Traffic Enforcement Agent might need this ability when reading traffic regulation signs to determine if a vehicle is in violation.

**Written Expression:** using English words or sentences in writing so that others will understand. **Example**: A Traffic Enforcement Agent might need this ability to prepare reports.

**EXAM SITE ADMISSION:**

Your Admission Notice will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. You can print or display your Admission Notice on your phone or personal device to gain entry to the test site. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: After gaining entry to the test site, you are not permitted to enter the testing area with electronic devices. Electronic devices include, but are not limited to, cellular phones, smart watches, recording devices, beepers, pagers, cameras, or portable media players. You are not permitted to use any type of headphones or ear buds. Calculators are permitted; however, they must be hand-held, battery or solar powered, and numeric only. Calculators with functions other than addition, subtraction, multiplication and division are prohibited. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices anywhere at any test site, whether in the testing area, restroom, hallway, or other location, at any time before, during or after the test or Protest Review Session, your test score will be nullified, you will be disqualified from taking any civil service tests for up to five years, and your application fee will not be refunded.

You are also not permitted to use on site any medical assistive devices, including those that give notifications, alerts or vibrates, during the test without the prior express written authorization of DCAS Bureau of Exams.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of a Computer-based Testing & Application Center while you are taking the test.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. If you do not have an acceptable ID, you may be denied testing. Acceptable forms of identification (bring one) are as follows: State issued driver's license, City or State issued identification card, IDNYC, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

**CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:**

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Self-Service (ESS) at *www.nyc.gov/ess*
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at *www.nyc.gov/examsforjobs*
- Submit a written request by email at *OASys@dcas.nyc.gov*, by fax (646) 500-7190, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. Your written request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address, and/or new telephone number..

## CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: *https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf.*

## THE TEST RESULTS:

If you pass the multiple-choice test, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by email of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: *https://www1.nyc.gov/site/dcas/employment/civil-service-system.page.*

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at *www.nyc.gov/examsforjobs* and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

Note: You may attach up to 5 documents to support your appeal by using the attachment functionality.

## ADDITIONAL INFORMATION:

### Probationary Period:
The probationary period for this title is 12 months. Appointees will be required to successfully complete a 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, employees will be eligible for a uniform allowance.

### Investigation:
The position is subject to investigation before appointment. At the time of investigation, you will be required to pay a $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 or record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, and proof of military service. Any willful misstatement or failure to present any required documents will be cause for disqualification. Investigation must be completed prior to appointment.

### Application Receipt:
You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

## SPECIAL ARRANGEMENTS:

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

1. being ordered to military duty; or
2. compulsory attendance before a court or other public body or official having the power to compel attendance; or
3. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or
4. absence from the test within one week after the death of a spouse, domestic partner, parent, parent-in-law, sibling, child or child of a domestic partner where you are an officer or employee of the City; or
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
6. a temporary disability; or
7. pregnancy, childbirth, or a related medical condition.

To request a make-up test, contact Administration, Customer, and Exam Support (ACES) by mail at 1 Centre Street, 14th Floor, New York, NY 10007, or by email at *testingaccommodations@dcas.nyc.gov,* as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

**PENALTY FOR MISREPRESENTATION:**

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

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Title Code No. 71651; Traffic Enforcement Occupational Group.