



ERIC L. ADAMS
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LOUIS A. MOLINA
Commissioner

NOTICE OF EXAMINATION

FINGERPRINT TECHNICIAN TRAINEE Exam No. 5071

WHEN TO APPLY: **From:** May 1, 2025
To: **May 21, 2025**

APPLICATION FEE: \$54.00

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.

CANDIDATES WHO DEMONSTRATE THAT THEY ARE A VETERAN, UNEMPLOYED, RECEIVING PUBLIC ASSISTANCE, OR SUPPLEMENTARY SECURITY INCOME, ARE ENTITLED TO A WAIVER OF THE APPLICATION FEE.

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

WHAT THE JOB INVOLVES:

Fingerprint Technician Trainees under close supervision, receive training in and perform beginning level work in the following tasks performed by an Associate Fingerprint Technician. They take fingerprints, classify fingerprints in accordance with established methods and procedures; search fingerprint files for the purpose of comparing fingerprints with any prior impressions on records and to disclose criminal records or cases of substitution or impersonation; input and/or access information from computer database systems; assist other law enforcement personnel in obtaining information regarding criminal histories, arrest reports and other related information; maintain fingerprinting files and records of pertinent identification data; make regular reports on fingerprints taken, on police records of persons fingerprinted, and on cases of substitution or impersonation. All Fingerprint Technician Trainees perform related work.

Special Working Conditions:

Fingerprint Technician Trainees may be required to work various 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 \$35,310 per annum. This rate is subject to change.

This is a trainee class of positions. Appointments to this class of positions are subject to a twenty-one month probationary period. Upon satisfactory completion of nine months of training and permanent service, employees in this class of positions will advance, without further examination, to the title of Associate Fingerprint Technician, which has a minimum salary of \$40,210 per annum. The last twelve months of probationary service as a Fingerprint Technician Trainee will be served concurrently with the first twelve months of the Associate Fingerprint Technician probationary period. The probationary period may be extended for up to six months. An unsatisfactory probationer's service may be terminated at any time during the probationary period pursuant to the Personnel Rules and Regulations of the City of New York.

HOW TO QUALIFY:

You are responsible for determining whether or not you meet the education requirement for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you will not receive a score.

As per Section 54(2) of the Civil Service Law, the education requirement needed to qualify must be met by May 21, 2026.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- 1. A four-year high school diploma or its educational equivalent.

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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. For more information see the Foreign Education Evaluation Guide in the Required Information section.

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 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 the City of New York.

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, 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/faqs>. **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.

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

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|---|---|--|
| <u>Manhattan</u> 2 Lafayette Street 17th Floor New York, NY 10007 | <u>Brooklyn</u> 210 Joralemon Street 4th Floor Brooklyn, NY 11201 | <u>Queens</u> 118-35 Queens Boulevard 5th Floor Forest Hills, NY 11375 |
| <u>Staten Island</u> 135 Canal Street 3rd Floor Staten Island, NY 10304 | <u>Bronx</u> 1932 Arthur Avenue 2nd Floor Bronx, NY 10457 | |

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 via nyc.gov/CivilServiceNowNYC and select the applicable subject.

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 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."

REQUIRED INFORMATION:

- Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
- Education and Experience Exam:** Fill out all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (May 21, 2025) to clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it in the Online Application System (OASys).

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (May 21, 2025), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

- 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 which is located on the DCAS website at <https://www.nyc.gov/assets/dcas/downloads/pdf/employment/nyc-dcas-foreign-education-evaluation-guide.pdf>. When you contact the evaluation service, ask for a **"document-by-document"**

evaluation of your foreign education. 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 day of the Application Period (May 21, 2025).

THE TEST:

Your score will be determined by an Education and Experience Exam. You will receive a score of 70 points for meeting the education requirement listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

| If you have satisfactory full-time experience reviewing and processing fingerprints of persons arrested or convicted of criminal offenses and if applicable, persons applying for licensure for: | You will receive up to: |
|---|--------------------------------|
| At least 1 year but less than 2 years | 4 points |
| At least 2 years but less than 3 years | 10 points |
| At least 3 years but less than 4 years | 16 points |
| At least 4 years but less than 5 years | 22 points |
| 5 or more years | 28 points |
| If you have satisfactory full-time experience conducting background checks requested for: persons arrested or convicted of criminal offenses, government employees, candidates for employment, and persons applying for licensure for: | You will receive up to: |
| At least 1 year but less than 2 years | 3 points |
| At least 2 years but less than 3 years | 8 points |
| At least 3 year but less than 4 years | 12 points |
| At least 4 years but less than 5 years | 18 points |
| 5 or more years | 24 points |

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

(number of hours worked per week/35) x (number of months worked)

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: 21/35 x 12 = 7.2 months.

The experience must be obtained by the last day of the Application Period (May 21, 2025).

You have until midnight Eastern time on the last day of the Application Period (May 21, 2025) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (May 21, 2025), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), 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
- If you do not recall and/or no longer have access to the email address associated with your OASys account, please contact us via the following link: nyc.gov/CivilServiceNowNYC using the "Account Access, User ID, Password, or Registration Issue" subject or call (212) 669-1357 (Monday - Friday from 9 AM - 5 PM EST).

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 Education and Experience Exam, 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.

ADDITIONAL INFORMATION:

Training Course: You will be required to pass the Science of Fingerprints training course. In accordance with the Personnel Rules and Regulations of the City of New York, probationers who fail to successfully complete such training courses will be terminated.

Selective Certification for Special Experience: If you have special experience listed in one of the areas listed below, you may be considered for appointment to positions requiring this special experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this special experience. If you wish to apply for this Selective Certification, follow the onscreen instructions when completing the Education and Experience Exam to indicate your interests in such Selective Certification and Final Submit it in the Online Application System (OASys). **Your special experience will be checked by the appointing agency at the time of appointment.**

1. Municipal Government Experience (MGE): At least one (1) year of satisfactory, full-time experience within a municipal government in a similar position, which provides services for a city with a population of over 1 million.

2. Automated Fingerprint Identification Systems (AFIS) Experience (FID): At least one (1) year of satisfactory full-time experience working with Automated Fingerprint Identification Systems (AFIS) in a government agency.

The above Selective Certification requirements may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit a request by contacting DCAS via the following link: nyc.gov/CivilServiceNowNYC using the "Selective Certification" subject. Please include the examination title and number, your full name, OASys Profile ID number, and the Selective Certification(s) you are requesting in your submission.

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.

PENALTY FOR MISREPRESENTATION:

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

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Application Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 71105; Fingerprint Technician Occupational Group

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