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MAMDANI
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

YUME KITASEI
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO ADMINISTRATIVE REAL PROPERTY MANAGER Exam No. 6506

WHEN TO APPLY: From: May 7, 2026
To: May 27, 2026

APPLICATION FEE: \$82.00

Candidates paying the application fee with a credit, debit, or gift card will incur a nonrefundable 2.00% service fee. However, veterans, unemployed individuals, and those receiving public assistance or supplementary security income qualify for a fee waiver.

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

WHAT THE JOB INVOLVES:

Administrative Real Property Managers, under general direction, direct, supervise and coordinate the staff of a major area site office responsible for: the management and maintenance of City-owned property; receivership, relocation and anti-abandonment work in privately owned housing and other properties, and buildings owned, managed, to be acquired by the City, or at risk of being abandoned; oversee monitoring of occupancy levels, building conditions, leasing of vacant space, rent collection and repair activities and other field operations; guide and/or manage highly technical and specialized real property functions, such as auditing, debt service collection, and monitoring all aspects of property and liability insurance for publicly owned or publicly aided housing; ensures that relevant files and data bases are properly maintained and updated; administers complex property management projects which require special knowledge of the City's real estate portfolio and/or highly technical knowledge of real estate and related fields; oversee preparation, negotiation and processing of leases, license or permit agreements for city-managed properties; direct analyses of complex commercial claims and make decisions on their resolution; and recommend and implement management policies and procedures. All Administrative Real Property Managers 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:

Salaries will be consistent with the level of responsibility of the assignment. Salaries for appointment to managerial assignments will be consistent with the Managerial Pay Plan. Salaries for appointment to non-managerial assignments will be made in accordance with the collective bargaining pay plan.

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of an agency under the jurisdiction of the Commissioner of the Department of Citywide Administrative Services who **on the last day of the application period:**

1. holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Associate Real Property Manager; **and**
2. is not otherwise ineligible

(Note: A "Preferred List" is a civil service list which is only for certain former permanent employees of the eligible title who have rehiring rights.)

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 do not know if you are eligible, check with **your agency's personnel office**. It is your responsibility to determine whether or not you meet the eligibility requirements for this examination before submitting your application. If it is determined that you are not eligible to participate in this examination, your application fee will not be refunded and you will not receive a score.

ELIGIBILITY TO BE PROMOTED:

In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Regulations of the City of New York. However, pursuant to Civil Service Law § 52(10)(b), effective September 4, 2024, time served as a provisional appointee in an eligible title will be credited toward the one-year requirement to be promoted if, after September 4, 2024, you received a permanent appointment to the eligible title immediately following the provisional appointment.

HOW TO APPLY:

Apply through the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions to submit your application and payment. A valid email address is required. Free email accounts are available from Google, Yahoo!, AOL, Outlook.com, or Mail.com.

New OASys accounts must be verified to confirm your email address is valid and that you have access to the email account. You will receive a confirmation email from OASys to confirm your account upon registering for your OASys account. If any issues arise, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. If you do not receive the confirmation email, check your spam or junk mail folder before contacting DCAS.

You can pay with major credit cards, bank cards, or prepaid debit cards with a credit card logo. Veterans and individuals receiving certain public assistance may qualify for a fee waiver. For more information on eligibility and required documentation, visit the Fee Waiver FAQs on OASys at <https://a856-exams.nyc.gov/OASysWeb/faqs>.

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:

Manhattan

2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn

210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

The DCAS Computer-based Testing & Application Centers will be closed on Monday, May 25, 2026.

Application Receipt:

After applying for the examination through the Online Application System (OASys), expect an immediate receipt via email. If you don't see it, be sure to check your Junk, Trash, or Spam folders. Alternatively, you can view a summary of your application status on your OASys Dashboard under "Notifications."

If you still can't find the email, contact DCAS at NYC.gov/CivilServiceNowNYC and select the applicable subject. Include your exam number and profile number for easier identification. Also, verify that your email address in your profile is accurate and up to date. Finally, add OASys@dcas.nyc.gov to your known senders to ensure you receive all important communications.

Special Circumstances Guide:

This Guide provides instructions for requesting alternate test dates for religious observances, how to apply for disability accommodations, Legacy credit, and address changes. Following the relevant instructions in the guide is crucial when filling out the "Application for Examination." Guide Link:

https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf

Civil Service Guidance for Veterans:

There are a range of benefits available to eligible veterans in their civil service careers. Specifically, veterans and disabled veterans may be eligible for application fee waivers, preference credits, make-up exams, retroactive seniority, and age deduction where the exam has maximum age requirements. Review the Civil Service Guidance for Veterans at:

<https://www.nyc.gov/assets/dcas/downloads/pdf/employment/faqs-for-veterans.pdf>

PENALTY FOR MISREPRESENTATION:

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

REQUIRED INFORMATION:

- 1. 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.
- 2. Education and Experience Exam:** Complete the exam by following the on-screen instructions. You must provide detailed information about your licenses, education, and experience and finalize your submission in the Online Application System (OASys) by midnight Eastern time on the last day of the application period. Once you click on Final Submit, no further changes can be made. Failure to submit by the deadline will result in your examination being deemed incomplete, and you will not receive a score or be invited to any subsequent exam portions. Additionally, your application fee will not be refunded.
- 3. If applicable, ensure your foreign education evaluation is submitted directly to DCAS by an approved evaluation service within eight weeks after the application deadline.** Approved evaluation services are listed in the Foreign Education Evaluation Guide located on the DCAS website at <https://www.nyc.gov/assets/dcas/downloads/pdf/employment/nyc-dcas-foreign-education-evaluation-guide.pdf>. Request a "**document-by-document**" (**general**) evaluation.

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 and experience requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

Experience used to gain additional credit must be obtained by the last day of the Application Period (May 27, 2026).

If you have satisfactory full-time experience with a City of New York agency as a permanent (not provisional) employee performing duties in real property management at the administrative, managerial, executive, or supervisory level for:	You will receive up to:
At least 6 months but less than 1 year	3.75 points
At least 1 year but less than 1 year and 6 months	7.5 points
At least 1 year and 6 months but less than 2 years	11.25 points
At least 2 years but less than 2 years and 6 months	15 points
At least 2 years and 6 months but less than 3 years	18.75 points
At least 3 years but less than 3 years and 6 months	22.5 points
At least 3 years and 6 months but less than 4 years	26.25 points
4 years or more	30 points
If you have satisfactory full-time paid experience with an employer other than the City of New York performing duties in real property management at the administrative, managerial, executive, or supervisory level for:	You will receive up to:
At least 6 months but less than 1 year	3 points
At least 1 year but less than 1 year and 6 months	6 points
At least 1 year and 6 months but less than 2 years	9 points
At least 2 years but less than 2 years and 6 months	12 points
At least 2 years and 6 months but less than 3 years	15 points
At least 3 years but less than 3 years and 6 months	18 points
At least 3 years and 6 months but less than 4 years	21 points
At least 4 years but less than 4 years and 6 months	24 points
At least 4 years and 6 months but less than 5 years	27 points
5 or more years	30 points

<p>If you have satisfactory full-time experience with a City of New York agency as a permanent (not provisional) employee performing duties in real property management at a capacity other than administrative, managerial, executive, or supervisory level for:</p>	<p>You will receive up to:</p>
At least 6 months but less than 1 year	2 points
At least 1 year but less than 1 year and 6 months	4 points
At least 1 year and 6 months but less than 2 years	6 points
At least 2 years but less than 2 years and 6 months	8 points
At least 2 years and 6 months but less than 3 years	10 points
At least 3 years but less than 3 years and 6 months	12 points
At least 3 years and 6 months but less than 4 years	14 points
At least 4 years but less than 4 years and 6 months	16 points
At least 4 years and 6 months but less than 5 years	18 points
5 or more years	20 points

<p>If you have satisfactory full-time paid experience with an employer other than the City of New York performing duties in real property management at a capacity other than administrative, managerial, executive, or supervisory level for:</p>	<p>You will receive up to:</p>
At least 6 months but less than 1 year	1.5 points
At least 1 year but less than 1 year and 6 months	3 points
At least 1 year and 6 months but less than 2 years	4.5 points
At least 2 years but less than 2 years and 6 months	6 points
At least 2 years and 6 months but less than 3 years	7.5 points
At least 3 years but less than 3 years and 6 months	9 points
At least 3 years and 6 months but less than 4 years	10.5 points
At least 4 years but less than 4 years and 6 months	12 points
At least 4 years and 6 months but less than 5 years	13.5 points
5 or more years	15 points

During the Education and Experience Exam (EEE), you will get instructions on converting part-time experience to the full-time equivalent.

You must Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period, and once you Final Submit, no changes can be made.

Failure to click Final Submit by the deadline will result in an incomplete application, and you will not receive a score or a refund of the application fee.

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

It is essential to promptly notify DCAS of any changes to your mailing address, email address, or phone number. Without your correct contact information, you may miss important updates regarding your exam(s), appointment considerations, or critical information that requires a timely response. To update your contact information, follow these steps:

- City Employees: update your information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others: Log into your OASys account at www.nyc.gov/examsforjobs, navigate to your Dashboard, and update your Profile page.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

To change your name and/or social security number with DCAS, use the Data Correction Form and follow all instructions provided. You can access the DCAS Data Correction Form at the following link: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

If you pass the Education and Experience Exam and are marked eligible, your name will be placed on an eligible list in final score order. You will receive a list number and be notified of your test results via email. This eligible list determines the order of candidates considered for promotion, usually active for four years.

For more information about the civil service system, visit: <https://www.nyc.gov/site/dcas/employment/more-about-civil-service.page>.

If you believe your test was rated incorrectly, you can appeal your score to DCAS, Committee on Manifest Errors, using the Online Application System (OASys). Your appeal must clearly state the reasons for requesting a higher score and may result in a different rating.

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. 10047; The Managerial Service.

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