NYC DCAS
Citywide Administrative Services

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DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

NOTICE OF EXAMINATION

TRAFFIC ENFORCEMENT AGENT
Exam No. 7331

WHEN TO APPLY: **From: July 1, 2026** **To: August 25, 2026**

APPLICATION FEE: $0.00

When applying, select "No Fee" as your payment method.

THE TEST DATE: Multiple-choice testing is expected to begin on **Thursday, October 22, 2026**.

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; and operate portable and vehicle radios and other electronic equipment.

At Assignment Level II, under general supervision, in addition to performing the duties described under Assignment Level I above, Traffic Enforcement Agents perform traffic direction tasks such as the following: direct and control traffic at assigned locations, maintain the efficient and safe flow of vehicles and pedestrians. All Traffic Enforcement Agents 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:

Candidates will be eligible for appointment to Assignment Level II for which the current minimum salary is $48,719 per annum. There are two additional Assignment Levels with higher salary steps based on the union contract. These salaries are subject to collective bargaining increase.

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. (For more information see the Exam Site Admission section.)

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 15 months 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 Assessment: 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 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:

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 Friday, July 3, 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 appointment, and may result in criminal prosecution.

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.

THE TEST:

The multiple-choice test for the **Traffic Enforcement Agent** position will be conducted at a computer terminal, and your score will determine your ranking on the eligible list. To pass, you must achieve a minimum score of at least 70%.

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.

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 follow the procedures when issuing summons and directing traffic correctly.

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 recount incidents that happened in the field.

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: The use of electronic devices at the test site is prohibited. This includes phones, smart watches, cameras, e-cigarettes, vape pens and/or other portable media or electronic devices. Any such items brought to the test site will be placed in a Yondr pouch and magnetically sealed until after the exam event (Examination, Protest Review Session, TVB session). The use of headphones and earbuds are also prohibited. Only basic, hand-held calculators with addition, subtraction, multiplication, and division functions are permitted-no additional features. Devices with keyboards, word processing, or data recording capabilities are banned and will be placed in a Yondr pouch if brought to the testing site. If you use any of these prohibited devices, or remove them from your Yondr pouch before being authorized to do so, whether in the testing area, restroom, hallway, or other location at the test site, at any time before, during or after the exam event, 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 or alerts, or that vibrate, without the prior express written authorization of DCAS. You can contact DCAS by email at: *testingaccommodations@dcas.nyc.gov*.

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: To enter the test site, you must bring one valid (non-expired) ID that includes both your signature and photo. The name on your ID must match the first and last name used in your exam application. If you fail to provide an acceptable form of identification, you may be denied entry to the test. 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 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 multiple-choice test, 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 appointment, 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.

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.

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 $75.00 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 date and place of birth by transcript of record from a Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of meeting educational requirements, if applicable. You may be disqualified if your statements are found to be false, exaggerated, or misleading or if you fail to provide required documents. Investigation must be completed prior to appointment. Further, any individual who fails to successfully pass this background check will not be appointed or will be terminated from the position.

Translation Notice:

This document is provided in English. Solely for convenience, Google Translate is offered to provide machine-generated translations to other languages. The New York City Department of Citywide Administrative Services (DCAS) makes no representations or warranties, express or implied, regarding the accuracy, completeness, or reliability of any machine-generated translation and shall not be liable for any errors or omissions arising from the use of such translations. In the event of any conflict or inconsistency between the translated version and the English version, the English version will control and prevail.

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. 71651; Traffic Enforcement Occupational Group.