



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

REQUIRED FORMS

APPLICATION FORM

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO ADMINISTRATIVE SHERIFF Exam. No. 3535 Second Amended Notice (August 18, 2004)

WHEN TO APPLY: From: June 2, 2004 **APPLICATION FEE:** \$60.00
To: June 22, 2004 *Payable only by money order to D.C.A.S. (EXAMS)*

THE TEST DATE: The essay test is expected to be held on **Saturday, November 20, 2004.**

The Notice of Examination is amended to:

1. correct the wording in the **WHAT THE JOB INVOLVES** section;
2. under the **REQUIREMENTS TO BE PROMOTED** section, add the **Driver License Requirement** and **Peace Officer Status and Training** subsections; and
3. under the **SPECIAL ARRANGEMENTS** section, delete the **Make-up Test** subsection.

WHAT THE JOB INVOLVES: Administrative Sheriffs under general direction, with much latitude for independent or unreviewed action or decision, perform work of a difficult and responsible nature in managing the operations of the County Divisions, or other equivalent assignments, for the Office of the Sheriff in the Department of Finance in order to approve new processes as to legal sufficiency and enforce court orders in accordance with the law.

Administrative Sheriffs review legal documents for such things as legal sufficiency and filing fees, and take appropriate action; review or approve documents related to the collection of money; complete or maintain records, documents, forms and reports; prepare written correspondence, such as letters to lawyers, bank personnel and government agencies; review documents, such as memos, arrest reports and summary of summonses issued, written or completed by staff members; review and approve payroll and time and leave; direct or approve the seizure, delivery, transfer, sale or release of all property and monies; direct the receipt, deposit and/or disbursement of fees, poundage and other monies, examine and approve related documents, such as financial reports and bank statements; coordinate intra- and inter-agency operations; observe and analyze operations; oversee the investigation of companies or individuals for the purpose of executing a legal process; oversee the investigation of unusual incidents; respond to situations that involve community concerns; direct or oversee arrests and related procedures; train personnel; evaluate subordinates' performance; evaluate performance of private companies, such as a towing company, used during an operation; take disciplinary action when appropriate; assign and/or schedule work; assign or change tours; delegate assignments to personnel; direct office activities and activities of support staff; inspect personnel for such things as required uniforms and equipment; respond to questions or inquiries from subordinates, lawyers, the public and government agencies; participate in meetings with the City Sheriff, Community Board members, community leaders, towing companies, and others to discuss such matters as policy and procedure and local operations; confer with people such as the Sheriff's Counsel to analyze potential or actual legal issues; address personnel at roll call; and perform related work.

Administrative Sheriffs may be assigned as chief deputy to the City Sheriff or equivalent assignments in the Office of the Sheriff in the Department of Finance.

(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 salary for this title is currently being negotiated with a collective bargaining agent and is expected to be announced at a later date.

HOW TO APPLY: If you believe you are eligible to take this examination, refer to the "Required Form" section below for the form that you must fill out. Return the completed form and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the Office of the Sheriff in the Department of Finance who **on the date of the essay test:**

- (1) is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Supervising Deputy Sheriff; and
- (2) is not otherwise ineligible.

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

If you do not know your permanent title or whether you are on a Preferred List, check with **your agency's personnel office**. If you are marked "not eligible", your application fee will not be refunded and your test paper will not be rated.

You may be given the test before a review of your eligibility.

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 Regulations of the City of New York.

REQUIRED FORM:

Application for Examination: Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.

REQUIREMENTS TO BE PROMOTED:

Driver License Requirement: By the time you are promoted to 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.

Peace Officer Status and Training: You must meet and maintain the requirements for Peace Officer status. Since Administrative Sheriffs must have successfully completed a course of peace officer training, which includes instruction in deadly physical force and the use of firearms and other weapons, and will be required to carry a firearm on duty, you must qualify and remain qualified for firearms usage and possession as a condition of employment for the duration of their tenure. Failure to qualify and remain qualified for firearms usage and possession may result in termination.

THE TEST: You will be given an essay test. A score of at least 70% is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the essay test to have your seniority credited. Your seniority score will be 70 plus ½ point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

The Written Test Description: The essay test is designed to assess the extent to which candidates have certain abilities and technical knowledge determined to be important to the performance of the tasks of an Administrative Sheriff. Task categories to be tested may include questions on:

1. **Assigns Personnel and Directs Activities** - These tasks involve assigning work and directing office activities.
2. **Communicates Information** - These tasks involve interacting with people from the agency, other agencies, community groups and the public.
3. **Oversees Department Operations and Investigations** - These tasks involve directing and coordinating the execution of legal processes and related activities, and overseeing investigations, field situations and arrests.
4. **Prepares and Reviews Written Documents, Forms, Logs and Reports**-These tasks involve preparing or reviewing legal documents, forms, logs, reports, etc. The forms and reports may be captioned (fill-in-the-blank), written narrative or a combination of both.
5. **Trains, Evaluates and Corrects Personnel** - These tasks involve training, evaluating and disciplining staff. They pertain to both uniformed, civilian and non-agency staff.

The test may include questions which will require mastery of technical knowledge based on such materials as the Bankruptcy Code, Civil Court Act, Civil Manual New York State Sheriff's Association, Civil Practice Law and Rules, Civil Rights Law, Criminal Procedure Law, Domestic Relations Law, Family Court Act, General Business Law, Judiciary Law, Mental Hygiene Law, NYC Administrative Code, NYC Department of Finance Code of Conduct (includes Mayor's Executive Order No. 16 of 1978, as amended), NYC Department of Finance Employees' Handbook, NYC Office of the Sheriff Deputy Sheriff's Guide, Penal Law, Public Officers Law, Real Property Actions and Proceedings Law, Surrogates Court Procedure Act, Uniform Commercial Code, and Vehicle and Traffic Law.

The test will include questions which may require the use of any of the following abilities:

1. **Analysis:** Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems.
2. **Decisiveness:** Readiness to make decisions, render judgments, take action, or commit oneself.
3. **Delegation:** Utilizing subordinates effectively; allocating decision making and other responsibilities to the appropriate subordinates.
4. **Development of Subordinates:** Developing the skills and competencies of subordinates through training and development activities related to current and future jobs.
5. **Judgment:** Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information.
6. **Management Control:** Establishing procedures to monitor and/or regulate processes, tasks, or activities of subordinates and job activities and responsibilities; taking action to monitor the results of delegated assignments or projects.
7. **Number Facility:** This is the ability to manipulate numbers in numerical operations; for example, add, subtract, multiply, divide, integrate, differentiate, etc. The ability involves both the speed and accuracy of computation.
8. **Organizational Sensitivity:** Action that indicates an awareness of the impact and the implications of decisions on other components of the organization.
9. **Planning and Organizing:** Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignment of personnel and appropriate allocation of resources.
10. **Sensitivity:** Actions that indicate a consideration for the feelings and needs of others.
11. **Technical Translation:** Demonstrating knowledge of the meaning of technical/professional terminology used on the job.
12. **Work Standards:** Setting high goals or standards of performance for self, subordinates, others, and organization. Dissatisfied with average performance.
13. **Written Communication:** Clear expression of ideas in writing and use of good grammatical form.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you pass the essay test and are marked eligible, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for promotion when your name is reached on the eligible list.

SPECIAL ARRANGEMENTS:

Late Filing: Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- (1) You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
- (2) You are appointed to the eligible title after the above application period but on or before the date of the essay test.

Special Test Accommodations: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

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 in the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.

Title Code No. 10060

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