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

NOTICE OFEXAMINATION

REQUIRED FORMS

APPLICATION FORM EDUCATION AND EXPERIENCE TEST PAPER FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

Exam. No. 1063

AMENDED NOTICE (MARCH 27, 2002)

PARKING CONTROL SPECIALIST

WHEN TO APPLY: From: March 6, 2002 **APPLICATION FEE: \$30.00**

> To: **April 9, 2002** Payable only by money order to D.C.A.S. (EXAMS)

THE TEST DATE: Multiple-choice test expected to be held on **Saturday**, **June 15**, **2002**.

The Notice of Examination is amended to extend filing through April 9, 2002 with no change in the written test date of June 15, 2002.

WHAT THE JOB INVOLVES: Parking Control Specialists, under supervision, make inspections of traffic conditions to regulate and control parking; remove foreign objects from parking meters; test for timing defects; prepare and issue summonses for violations; record data regarding meter location, condition, and activities; operate motor vehicles; and perform related work.

Some of the physical activities performed by Parking Control Specialists and environmental conditions experienced

may include: working outdoors in all kinds of weather and patrolling on foot or in an assigned City vehicle 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 \$29,528 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) 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.

HOW TO QUALIFY:

Education and Experience Requirements: By the last day of the Application Period you must have a fouryear high school diploma or its educational equivalent, and one year of full-time satisfactory experience directing traffic; and/or conducting surveys of traffic conditions; and/or repairing, or collecting money from secure coin receptacles; and/or issuing summonses.

You may be given the test before we check your qualifications.

Special Patrolman Requirement: At the time of appointment to this position, you must qualify for deputization as Special Patrolman by the New York City Police Department, as specified in Title 38, Chapter 13 of the Rules of the City of New York. To qualify for this deputization, you must be of good character and have no record of convictions for any felony or for any serious offense against public safety, as defined in the New York State Penal Law. (If any applicant presents a Certificate of Relief from Disability for a conviction, consideration will be given by the NYPD to the circumstances of the underlying arrest, the age of the applicant when arrested, the time elapsed since the occurrence and the subsequent conduct of the applicant.) If discharged from military service, the discharge must not have been "dishonorable". Additionally, you must be at least 21 years of age, and you must be a U.S citizen and a resident of New York City (unless exempted by law). You must maintain these qualifications for the duration of your employment.

Driver License Requirement: By the time you are appointed 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.

Drug Screening Requirement: You must pass a drug screening in order to be appointed.

Residency Requirement: You must be a City resident by time of appointment to Parking Control Specialist. You must maintain City residency as a condition of employment.

English Requirement: Candidates 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

REQUIRED FORM(S):

- **1. 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.
- **Education and Experience Test Paper**: Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Sections A.1 and B. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.
- 3. Foreign Education Fact Sheet (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 Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "document-by-document" (general) 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 date for applying for this examination.
- **THE TEST**: You will be given a multiple-choice test. 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 on remembering new information; understanding the order in which to do things; understanding written language; communicating information to another person; recognizing the existence of a problem; applying general rules to a specific situation or identifying a common element in several different situations; recognizing where you are in relation to the space you are in and using a map or diagram to get from one position to another; and other related areas.
- **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 meet the education and experience requirements and pass the multiple-choice test, your name will be placed in 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 appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the Commissioner.

Probationary Period: Appointees will be required to successfully complete a prescribed 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. Employees 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.

Investigation: You will be investigated prior to appointment. At the time of investigation and at the time of appointment, candidates 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 of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, and proof of any military service and proof of educational requirements. Any willful misstatement or failure to present any required documents will be cause for disqualification. Investigation must be completed prior to appointment.



For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS Internet: nyc.gov/html/dcas