

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 ASSOCIATE INSPECTOR (ELEVATOR)

Exam. No. 3515

WHEN TO APPLY: From: March 3, 2004
To: March 23, 2004

APPLICATION FEE: \$50.00

Payable only by money order to D.C.A.S. (EXAMS)

THE TEST DATE: Multiple-choice test is expected to be held on **Saturday, June 26, 2004.**

WHAT THE JOB INVOLVES: Associate Inspectors (Elevator) under direction, perform highly technical or supervisory work in the inspection of elevators, escalators, dumb-waiters and amusement devices for compliance with the provisions of the building code and with pertinent laws and regulations; and 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: The current minimum salary is \$46,974 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Promotions will be made to Assignment Level 1. After promotion, employees may be assigned to the higher assignment level at the discretion of the agency.

HOW TO APPLY: If you believe you are eligible to take this examination, 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.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services who **on the date of the multiple-choice test:**

- (1) is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Inspector (Elevator); 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(s) 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 an 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 an eligible title for at least one year.

REQUIRED FORM(S):

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.

THE TEST: You will be given a multiple-choice 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 multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 1/2 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

The multiple-choice test may include questions on inspectional practices, procedures and methodology; agency policy and code requirements; electrical and mechanical operation, maintenance and repair of elevators and other conveyance systems and devices; principles of supervision, including work scheduling, coordination, planning and delegation; preparation of reports and records; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; 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 are marked eligible and pass the multiple-choice test, 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 appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification for Driver License: If, at the time of promotion, you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. Follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. This requirement may be met at any time during the duration of the list. When you have met this requirement, please submit documentation by mail to: DCAS Bureau of Examinations - GEEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please indicate the examination title and your Social Security number on your correspondence.

Selective Certification for Special Patrolman: If you are twenty one years old at the time of promotion, a citizen of the United States, a resident of New York City, of good character, have no felony convictions and successfully pass a background examination by the New York City Police Department, you may also be considered for promotion to positions requiring Special Patrolman status through Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this Special Patrolman status. If you are appointed through Selective Certification, you must obtain your Special Patrolman status and maintain such status for the duration of your employment. If you are unable to obtain Special Patrolman status, your promotion will be terminated and you may request to have your name restored to the eligible list. Follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. This requirement may be met at any time during the duration of the list. When you have met this requirement, please submit documentation by mail to: DCAS Bureau of Examinations - GEEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please indicate the examination title and your Social Security number on your correspondence.

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 an eligible title after the above application period but on or before the date of the multiple-choice 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."

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment;
- (3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
- (4) absence due to ordered military duty; or
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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. 31644; Building and Construction Inspection Occupational Group.

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