



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

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Commissioner

NOTICE OF EXAMINATION

STOCK WORKER
Exam. No. 8019
(For Agencies Under the Jurisdiction of the Commissioner, DCAS Only)

<p>WHEN TO APPLY: From: March 5, 2008 To: March 25, 2008</p>	<p>APPLICATION FEE: \$30.00 Payable by mail by money order to DCAS (EXAMS) or payable online by credit card, bank card, or debit card.</p>
<p>THE TEST DATE: The multiple-choice test is expected to be held on Saturday, June 28, 2008.</p>	

WHAT THE JOB INVOLVES: Stock Workers, under supervision, receive, store, distribute and care for materials, supplies and equipment; store tools; pack, unpack, count, weigh and measure materials, supplies and equipment; load and unload at the storehouse/storage facility and at the point of pick-up, delivery, or distribution and, for this purpose, may travel to the point of pick-up, delivery or distribution; operate elevator and other necessary equipment to perform loading and unloading; check materials received against invoices and note breakage and discrepancies in quantity; pick supplies from shelves to fill requisitions, lifting and carrying supplies when necessary; operate electric transports and lift trucks; keep storage facilities and materials clean and orderly; care for stock; keep records and assist in preparing inventories. All Stock Workers perform related work.

Special Working Conditions: Stock Workers may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Stock Workers and environmental conditions experienced are: may be required to independently lift and carry objects weighing up to 70 pounds; may be required to stand up to seven hours per day; may be required, after training, to operate a fork lift, and/or other heavy machinery; may be required to handle chemicals, flammable materials, and other toxic and hazardous substances.

(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 \$26,078 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. Employees may be assigned to the higher assignment level at the discretion of the agency.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, there are two ways to apply for this examination:

1. **Online at the DCAS Website:** If you wish to apply online, go to the DCAS Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** 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**.

DCAS will not accept applications in person from candidates.

HOW TO QUALIFY:

Education and Experience Requirements:

There are no formal education or experience requirements for this examination.

You must be able to perform the physical tasks of the job.

Residency Requirement: You must be a City resident within ninety days of the date you are appointed to this

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

position if the appointing agency requires City residency and:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

Since some agencies do not require City residency, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

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 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.

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 reading comprehension; number facility, including addition, subtraction, multiplication, division and conversion of weights and measures; clerical accuracy, including alphabetical and numerical filing, proof reading, matching sets of numbers and the correct use of product codes; record keeping; reading and completing forms; 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 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 Automotive Parts Experience: If you have one year of satisfactory experience in the handling, distribution, and/or use of automotive parts in a retail, wholesale, military or automotive service facility, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. 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.

Selective Certification for Fork Lift, Hi-Lo and Pallet Mover Experience: If you have one year of satisfactory full-time experience operating a fork lift, hi-lo and/or pallet mover, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. 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.

These requirements for the above Selective Certifications may be met at any time during the duration of the list. If you meet these requirements at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - GEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

This examination is for all City agencies and not for the New York City Housing Authority, the Health and Hospitals Corporation (HHC), and City University of New York (CUNY). If you would like to apply for Housing Stock Worker in New York City Housing Authority you must submit a separate application and fee for Exam. No. 8020 from March 5, 2008 through March 25, 2008. If you would like to apply for Stock Worker in HHC you must submit a separate application and fee for Exam. No. 7039 from March 5, 2008 through March 25, 2008. If you would like to apply for Stock Worker in CUNY you must submit a separate application and fee for Exam No. 8041 from March 5, 2008 through March 25, 2008.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief and you are applying

- (1) **online**, follow the onscreen instructions, or
- (2) **by mail**, 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.

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Title Code No. 12200; Stores Occupational Group

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