



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 SUPERVISING DEPUTY SHERIFF

Exam. No. 8504

WHEN TO APPLY: From: January 2, 2008 **APPLICATION FEE: \$60.00**
To: January 22, 2008 Payable by mail by money order to DCAS (EXAMS)
or payable online by credit card, bank card, or
debit card.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, May 3, 2008.**

WHAT THE JOB INVOLVES: Supervising Deputy Sheriffs, under general direction, with much latitude for independent or unreviewed action or decision, perform work of a difficult and responsible nature and are in responsible charge of and administer the activities of a division of the Office of the City Sheriff, or serve as the principal administrative assistant in a large unit; act for and in the name of the City Sheriff in carrying out duties prescribed by Civil Practice Law and Rules and other laws. They maintain and monitor sign-out sheets; review case cards, daily logs, and monthly reports of activities; monitor real property executions and the steps leading to the sale of real property; review setup of Sheriff's Sale; respond to inquiries and complaints from lawyers, the public, etc.; conduct periodic reviews of Deputy City Sheriffs' files; review priority of processes; review immunity to service and/or arrest; advise Deputies on application of the Civil Practice Law and Rules; comply with guidelines for use of vendors (e.g., locksmiths, movers, guard service, warehouses, technicians, etc.); direct Deputy City Sheriffs in the field; use automated office systems and other computer technology to input and retrieve information, including identifying judgment debtors; may evaluate subordinates' performance; operate a motor vehicle; 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 \$73,309 per annum. This rate is subject to change

HOW TO APPLY: If you believe you are eligible to take this examination, there are two ways to apply for this examination:

1. **Online at the DCAS Website:** If you wish to apply online, go to the Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application 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 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.

DCAS will not accept applications in person from candidates.

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 multiple-choice test:**

- (1) is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Deputy City 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 if you are eligible, check with **your agency's personnel office**. You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting the application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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.

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: You must possess a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of employment.

Peace Officer Status: You must maintain the requirements for Peace Officer status for the duration of your employment.

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 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 multiple-choice test is designed to assess the extent to which candidates have certain abilities and technical knowledge determined to be important to the performance of tasks of a Supervising Deputy Sheriff. Task categories to be tested may include: applying laws, rules, codes, regulations, guides, etc. relevant to the work of Supervising Deputy Sheriffs; assigning work and adjusting work assignments; answering questions, providing information and interacting with community groups, individual members of the public, and other public agencies; exchanging information with superiors, subordinates and other Department personnel; maintaining and securing equipment, supplies, and property; monitoring and inspecting subordinates to determine if they are performing their duties in an acceptable manner; directing and assisting Deputy City Sheriffs in the field, and responding to unusual occurrences; and preparing, completing or reviewing written forms, reports and logs.

The test may include questions requiring mastery of technical knowledge. Questions may be based on such materials as: the Civil Manual New York State Sheriff's Association, NYS Civil Practice Law and Rules, NYS Criminal Procedure Law, 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 (Revised 2006), NYS Penal Law, NYS Real Property Actions and Proceedings Law, Command Discipline Protocol, Time and Leave Regulations, Department Regulations, Policies and Procedures, Firearms Manual and Guidelines, Mental Hygiene Law; and other related areas.

The test also 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:** The degree to which adding, subtracting, multiplying and dividing can be done quickly and correctly. These can be steps in other operations like finding percentages and taking square roots.
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.
14. **Behavioral Flexibility:** Modifying one's approach to most effectively meet the needs of the situation.

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 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 become eligible 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, and you are applying:

- (1) **online**, follow the onscreen instructions; or
- (2) **by mail**, 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. 30315; Sheriff Occupational Group

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

