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THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE STREET, 14th FLOOR
NEW YORK, NY 10007

N O T I C E O F E X A M I N A T I O N

REQUIRED FORMS

APPLICATION FORM

SCHOOL SAFETY AGENT

Exam. No. 0146

WHEN TO APPLY: From: September 2, 2009
To: October 20, 2009

APPLICATION FEE: $35.00
Payable by mail by money order to D.C.A.S. (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, December 19, 2009.**

WHAT THE JOB INVOLVES: School Safety Agents, under general supervision, patrol designated areas of school buildings and surrounding areas; identify and prevent infiltration of unlawful or prohibited items through scanning; give routine information to visitors and direct them to the proper personnel and offices; request identification of, and remove from the premises, any unauthorized persons; aid sick and injured persons and call for medical, police or fire assistance, when needed; notify supervisors of all emergency incidents and complete any related documentation; respond to altercations between students and other persons, and attempt to separate the involved persons and resolve conflicts; maintain records of persons entering and leaving buildings; monitor security camera systems to ensure facility entrances are secure; identify persons violating Department of Education Rules and Regulations; apprehend persons violating the Penal Law, notify the proper administrative personnel; prepare reports and testify in regard to these violations at a Superintendent's or Principal's hearing and/or in court; monitor and use radio to request assistance from co-workers; may operate a motor vehicle; and perform related work.

Special Working Conditions: School Safety Agents may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by School Safety Agents and environmental conditions experienced are: working through ongoing school construction projects (including asbestos removal projects); working in non-air conditioned areas during summer months; navigating through unlighted stairwells; walking school perimeter in all types of weather conditions; exposure to potential physical and verbal abuse by students and parents; altercations with students which may arise while on patrol and performing security duties; separating and restraining combatants; engaging in physical activities over an extended period of time including standing, running up stairs, walking and sitting; functioning effectively in a potentially hostile environment and under stressful conditions; performing required duties in areas that can become crowded with people; and lifting and moving cumbersome equipment.

(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 minimum salary is $31,259 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, you must submit an application using one of the following options:

1. **Online at the DCAS WEBSITE:** Go to the Online Application System (OASys) at www.nyc.gov/examforjobs 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:** Fill out an "Application for Examination" form and return the completed form and the application fee to DCAS Application Unit, 1 Centre Street, 14th Floor, New York, NY, 10007.

DCAS will not accept applications in person from candidates.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Special Circumstances Form: This form is included in the application package and located online at the above DCAS website. It gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your Application for Examination.

You may be given the test before we review your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded.

HOW TO QUALIFY:

Special Patrolman Requirement: At the time of appointment, you must meet the following qualifications for Special Patrolman status (a status given by the New York City Police Department pursuant to Title 38, Chapter 13 of the Rules of the City of New York):

- be twenty-one years of age or older,
- a citizen of the United States,
- a resident of New York City,
- 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 discharged from military service, the discharge must not have been dishonorable, and
- be of good moral character.

All candidates will undergo a background check conducted by the New York City Police Department to verify the above qualifications, including character. This background check will commence prior to appointment. At the time of investigation and at the time of appointment, you 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 or record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of educational requirements. You must pay a $75 fee for fingerprint screening. Any willful misstatement or failure to present any required documents will be cause for disqualification. Further, any individual who fails to successfully pass this background check will not be appointed or will be terminated from the position.

You must maintain the above qualifications (including your New York City residency) for the duration of your employment.

Education Requirement: By the **last day of the Application Period,** you must have a four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization.

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. You will receive instructions from the Police Department during the pre-employment screening process regarding the approved evaluation services that you may use for foreign education.

Medical and Psychological Assessment: Medical and psychological guidelines have been established for the position of School Safety Agent. You will be examined to determine whether you can perform the essential functions of the position of School Safety Agent. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

Physical Testing: Physical standards have been established for the position of School Safety Agent. You will be required to pass a qualifying physical test.

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

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.

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 which require the use of any of the following abilities:

Written Comprehension: understanding written sentences and paragraphs.

Written Expression: using English words or sentences in writing so that others will understand.

Memorization: remembering information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information.

Problem Sensitivity: being able to tell when something is wrong or likely to go wrong. It includes being able to identify the whole problem as well as elements of the problem.

Deductive Reasoning: applying general rules to specific problems and coming up with logical answers. It involves deciding if an answer makes sense.

Inductive Reasoning: combining separate pieces of information, or specific answers to problems, to form general rules or conclusions. It involves the ability to think of possible reasons for why things go together.

Information Ordering: correctly following a rule or set of rules of actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations.

Spatial Orientation: determining where you are in relation to the location of some object or where the object is in relation to you.

Visualization: imagining how something would look when it is moved around or when its parts are moved or rearranged. It requires the forming of mental images of how patterns or objects would look after certain changes, such as unfolding or rotation. One has to predict how an object, set of objects, or pattern will appear after the changes have been carried out.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, or other electronic devices. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found using these devices, you may be disqualified.

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:

Driver License: You do not have to possess a motor vehicle driver license for the position of School Safety Agent. However, for assignment to certain positions, including the position as Mobile Task Force Member, you must possess a motor vehicle driver license valid in the State of New York. This license must be maintained for the duration of your assignment to such position.

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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th floor, NY, NY.

The City of New York is an Equal Opportunity Employer.

Title Code No. 60817; School Security Occupational Group.

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