



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

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

MICHAEL R. BLOOMBERG
Mayor

EDNA WELLS HANDY
Commissioner

NOTICE OF EXAMINATION

JUVENILE COUNSELOR
Exam No. 3000
Amended Notice - September 5, 2012

WHEN TO APPLY: From: August 1, 2012
To: October 26, 2012

APPLICATION FEE: \$47.00
If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.

THE TEST DATE: The multiple-choice test is expected to be held during the week of **January 7, 2013**. You should receive an Admission Notice in the mail on or around December 24, 2012 assigning you to a test date and time at a DCAS Computerized Testing Center. Subject to availability of open dates and locations, you will be able to reschedule your test date or time to another date or time within the testing period after you receive your Admission Notice. Instructions for rescheduling your test date or time will be included in the Admission Notice.

The Notice of Examination is amended to extend the end of the filing period from September 7, 2012 to October 26, 2012 and change multiple-choice testing from the week of October 22, 2012 to the week of January 7, 2013.

WHAT THE JOB INVOLVES: At Assignment Level I: Juvenile Counselors, under direct supervision, during an assigned tour of duty, are responsible for the custody, direct care, supervision and counseling of juveniles in the custody of the Division of Youth and Family Justice. They maintain the safety and order of juveniles in juvenile detention facilities, dormitories, corridors, dining rooms, recreation rooms and classrooms; accompany, supervise and provide security for juveniles during their transit to and presence at locations, such as courts, court detention rooms, hospitals and related facilities; shepherd juveniles through court processes during the adjudication of their cases; assist in maintaining the security of premises; identify and report any unusual occurrences; conduct searches to ensure the custody and safety of juveniles; communicate with other Juvenile Counselors to exchange pertinent information; establish rapport with juveniles to prevent confrontations; guide and direct group and recreational activities; supervise meals, visits, and recreational programs; conduct searches in order to detect contraband; enforce security procedures in accordance with Department guidelines; implement constructive programs designed to establish a harmonious environment; counsel and help juveniles, individually or in group, to assist them in the development of socially desirable habits and behavior patterns; confer regularly with appropriate staff members regarding special issues of individual juveniles; oversee the sanitation, health and hygiene practices of juveniles; regularly take attendance of juveniles; prepare reports and keep records, as required, including making log book entries and preparing incident reports; may be required to drive a motor vehicle to transport juveniles in care; attend and participate in training exercises to comply with mandated laws, departmental policies, and applicable rules and regulations; and perform related work.

Some of the physical activities performed by Juvenile Counselors and environmental conditions experienced are: restraining juveniles if the situation warrants it, using physical restraint techniques as appropriate, standing for extended periods of time, walking up stairs, working 16 hours continuously (when assigned a double tour), working outdoors as well as indoors, and driving a motor vehicle in all kinds of weather.

Special Working Conditions: Juvenile Counselors are required to work shifts including nights, Saturdays, Sundays, holidays and mandatory overtime. Juvenile detention facilities are located in the Bronx and Brooklyn. These facilities operate 24 hours a day/7 days a week. Courts are located in all five boroughs. Locations and shift assignments are based on the needs of the agency.

(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 \$34,977 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, employees may be assigned to the higher level at the discretion of the agency.

HOW TO APPLY: If you believe you are eligible to take this examination, you may submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, prepaid debit card which you may purchase online or at various retail outlets, or money order payable to DCAS (Exams). If you pay online by credit card, bank card, or debit card, you will receive a \$5.00 discount. You may come to the DCAS Computerized Testing Centers to file for this examination online, submit a money order, or obtain a paper application for this examination.

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan
2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

The Computerized Testing Centers will be closed Monday, September 3, 2012 and Monday, October 8, 2012.

Special Circumstances Form: This form is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at www.nyc.gov/html/dcas/html/employment/civilservice_exams.shtml#examinationforms. This form 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."

HOW TO QUALIFY:

Education and Experience Requirements: By the **last day of the Application Period**, you must have:

1. a baccalaureate degree from an accredited college or university; or
2. an associate degree from an accredited college or university, or completion of 60 semester credits of study at an accredited college or university, plus two years of full-time satisfactory experience working directly with juveniles (ages 10 - 18) or developmentally disabled adults or adolescents (age 10 and up) in a group, community, educational, or institutional setting; or
3. a four-year high school diploma or its educational equivalent, plus four years of full-time satisfactory experience as described in "2" above; or
4. a satisfactory combination of education and/or experience that is equivalent to "1", "2", or "3", above.

Experience may be substituted for education on the basis that one year of full-time satisfactory experience as described in "2" above is equated to 30 college semester credits. However, all candidates must possess a four-year high school diploma or its educational equivalent.

High School education must be approved by a State's Department of Education or a recognized accrediting organization. College education must be from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education, and by the Council for Higher Education Accreditation (CHEA).

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 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 and you will not receive a score. **Special Requirement:** Section 424-a of the New York State Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-care responsibilities is or has been the subject of an indicated child abuse and maltreatment report on file with the Statewide Central Register of Child Abuse and Maltreatment.

All candidates considered for appointment with the Division of Youth and Family Justice will be fingerprinted and subject to a criminal history check. Further, the Division of Youth and Family Justice must obtain Statewide Central Register clearance prior to the date of appointment.

REQUIREMENTS TO BE APPOINTED:

Medical Requirement: Medical guidelines have been established for the position of Juvenile Counselor. You will be examined to determine whether you can perform the essential functions of the position of Juvenile Counselor. 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.

Section 180.8(i)(1) of the New York State Juvenile Detention Facilities Regulations [9 NYCRR §180.8(i)(1)] states that each facility shall observe the following:

- A. Health Examination - A physical examination, including chest x-ray and serological tests as indicated, shall be required of all staff as a condition of employment.
- B. Annual Re-examinations, including a tuberculin skin test, and chest x-ray if the skin test is positive, shall be required of staff having frequent and regular contact with children.

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

Residency: City residency is not required for this position.

English Requirement: You must be able to understand and be understood in English.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 FORMS:

1. **Application for Examination: [If you are applying online],** follow the online instructions. **[If you are applying by mail],** 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.
2. **Education and Experience Test Paper:** Fill out Sections **A.1 (if applicable), A.2, A.4, B, C, and D.** 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. **If you are applying online,** follow the online instructions. **If you are applying by mail,** write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided.
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 on a computer terminal. 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 will include questions which may 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 is 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.

Information Ordering: following correctly a rule or set of rules or 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.

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.

Inductive Reasoning: combining separate pieces of information or specific answers to problems to form general rules or conclusions.

Time Sharing: the ability to shift back and forth between two or more sources of information.

Note: You are not permitted to enter the test site with calculators, cellular phones, beepers, pagers, cameras, portable media players, 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 to be in possession of any of these devices, you may not receive your test results, your score may be nullified, and your application fee will not be refunded.

ADMISSION CARD: You will be assigned a test date and time at one of the DCAS Computerized Testing Centers. 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 by December 24, 2012, 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 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 you possess 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 on the day of the test to indicate your interest in such Selective Certification. If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment. This requirement may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - USEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

Selective Certification for Foreign Language and/or American Sign Language: If you can speak, read or write Albanian, American Sign Language, Arabic, Bengali, Bosnian Serbo-Croatian, Chinese (Cantonese), Chinese (Mandarin), French, Greek, Haitian/Creole, Hindi, Italian, Korean, Polish, Portugese, Russian, Spanish, Tibetan, Urdu, Vietnamese, West African Language (e.g. Ibo), or Yiddish, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions given to you 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. If you meet this requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - USEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

Selective Certification for Gender: The eligible list resulting from this examination may be selectively certified to fill vacancies designated for males or females only based on a bona fide occupational qualification. When the eligible list is not selectively certified as stated herein, appointments will be made without regard to the gender of the eligibles. Follow the instructions given to you on the day of the test to indicate your interest in such Selective Certification.

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 at nyc.gov/dcas and at the DCAS Computerized Testing Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 52295; Juvenile Counseling Occupational Group

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