



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

MICHAEL R. BLOOMBERG
 Mayor

EDNA WELLS HANDY
 Commissioner

NOTICE OF EXAMINATION

DEPUTY CITY SHERIFF

Exam No. 3021

WHEN TO APPLY: From: September 5, 2012 To: September 25, 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 on **December 1, 2012.**

WHAT THE JOB INVOLVES: At Assignment Level I: Deputy City Sheriffs, under supervision, with some latitude for independent or unreviewed action or decision, perform work of varying degrees of difficulty and responsibility as law enforcement officers, acting for and in the name of the New York City Department of Finance – Office of the Sheriff (“City Sheriff”) in carrying out duties as prescribed by the NYS Civil Practice Law and Rules, the NYS Penal Law, the Family Court Act, and other laws of the State of New York. They execute mandates and orders resulting from litigation, issued from local or State Courts of competent jurisdiction, or occasionally from courts of other states, the federal government or foreign countries; execute process involving the seizure of money or property pursuant to writs, warrants, garnishments and other valid court orders; give possession of real property under writs of assistance; issue summonses and complaints, subpoenas, citations, petitions, orders or other papers; apprehend persons pursuant to civil orders and warrants of arrest; escort persons in custody to correctional facilities, hospitals and to and from court; attend and conduct sheriff’s sales; maintain records and make reports thereon; use automated office systems and other computer technology to input and retrieve information; enforce security procedures in accordance with applicable guidelines; may make criminal arrests; issue accusatory instruments for criminal offenses and violations; drive a motor vehicle; and perform related work.

Some of the physical activities performed by Deputy City Sheriffs and environmental conditions experienced are: working outdoors in all kinds of weather; walking and/or standing in an assigned area during a tour; driving or sitting in a patrol car during a tour while remaining alert; running after a fleeing suspect; climbing up stairs; gripping persons to prevent escape; restraining a person by use of handcuffs; engaging in hand to hand struggles to subdue a person resisting arrest; being physically active for prolonged periods of time; understanding verbal communication over the radio with background noise; reading and writing under low light conditions; carrying or wearing heavy equipment and uniform, and wearing a bullet-resistant vest.

(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 \$30,387 per annum. Upon completion of six months employment, the salary will rise to \$39,588. Incumbents will receive salary increments reaching \$76,488 per annum at the completion of five and one half years employment. 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 that you meet the requirements in the “How to Qualify” section, 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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 time you are appointed to this position, you must have:

1. a baccalaureate degree 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); or
2. a four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization, and two years of honorable full-time U.S. military service or satisfactory professional or paraprofessional experience in law enforcement, civil enforcement, criminal justice, law, accounting, auditing, investigation, public administration, business administration, or closely related field; or
3. a satisfactory combination of education and/or experience that is equivalent to "1" or "2" above. College education can be substituted for the required experience in "2" above on the basis that each 30 semester credits is equated to six months of experience. However, all candidates must have a four-year high school diploma or its educational equivalent.

Peace Officer Status and Training: You must meet and maintain the requirements for Peace Officer status for the duration of your employment. You must successfully complete a course of peace officer training, which includes instruction in deadly physical force and the use of firearms and other weapons, and will be required to carry a firearm on duty. You must qualify and remain qualified for firearms usage and possession as a condition of employment for the duration of your employment. Failure to qualify and remain qualified for firearms usage and possession may result in termination.

Driver License Requirement: By the time you are appointed to this position, you must have a valid New York State Driver License with no restrictions that would preclude the performance of Deputy City Sheriff work. This license must be maintained for the duration of your employment.

Medical and Psychological Requirement: Medical and psychological guidelines have been established for the position of Deputy City Sheriff. You will be examined to determine whether you can perform the essential functions of the position of Deputy City Sheriff. 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 Fitness Requirement: You will be required to pass a qualifying physical test.

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

Residency Requirement: The New York State Public Officers Law requires that any person employed as a Deputy City Sheriff in New York City must be a resident of the City of New York or of Nassau, Westchester, Suffolk, Orange, Rockland or Putnam counties.

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.

Citizenship Requirement: United States citizenship is required at the time of appointment to Deputy City Sheriff.

Character: Proof of good character is an absolute prerequisite to appointment. The following are among the factors which may be cause for disqualification: (a) conviction of an offense, the nature of which indicates lack of good moral character or disposition toward violence or disorder, or which is punishable by one or more years of imprisonment; (b) repeated convictions of an offense, where such convictions indicate a disrespect for the law; (c) discharge from employment, where such discharge indicates poor behavior or inability to adjust to discipline; and (d) dishonorable discharge from the Armed Forces.

Age Requirements: You must have reached your 18th birthday by the time of appointment.

Investigation: This position is subject to investigation before appointment. At the time of investigation, you will be required to pay a \$75.00 fee for fingerprint screening. 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 of record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of meeting educational requirements. Any willful misstatement or failure to present any documents required for investigation will be cause for disqualification.

THE TEST: You will be given a multiple-choice test at a computer terminal or in paper and pencil format. 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 is likely to go wrong. It includes being able to identify the whole problem as well as elements of the problem.

Number Facility: adding, subtracting, multiplying and dividing quickly and correctly.

Mathematical Reasoning: understanding and organizing a problem and then selecting a mathematical method or formula to solve the problem. It encompasses reasoning through mathematical problems to determine appropriate operations that can be performed to solve problems.

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, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. 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 test score may be nullified, and your application fee will not be refunded.

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 Foreign 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.

Probationary Period: The probationary period for this title is 24 months. Among other requirements, each appointee will be required to meet disciplinary and performance standards throughout the probationary period. The probationary period may be extended pursuant to New York Civil Service Law and the Personnel Rules and Regulations of the City of New York.

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. 30312; Sheriff Occupational Group

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