



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

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

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

INVESTIGATOR
Exam No. 4054

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| <p>WHEN TO APPLY: From: June 1, 2005 To: June 21, 2005</p> | <p>APPLICATION FEE: \$30.00 <i>Payable only by money order to D.C.A.S. (EXAMS)</i></p> |
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WHAT THE JOB INVOLVES: Investigators, under general supervision, with some latitude for independent initiative and judgment, perform professional investigations of ordinary difficulty designed to prevent or detect violations of tax laws, violations of rules and regulations of various agencies, or determine qualifications for City employment and trade licenses. All Investigators perform related work.

Some of the physical activities performed by Investigators and environmental conditions experienced are: working outside in all kinds of weather, in all areas of the city; standing for up to seven hours per day; walking up to five miles per day; climbing stairs, and carrying evidentiary records that weigh up to 20 pounds.

(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 \$29,267 per annum. This rate is subject to change.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, 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**. Applications will not be accepted in person.

HOW TO QUALIFY:

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

1. A four-year high school diploma or its educational equivalent, and three years of satisfactory full-time experience as an investigator evaluating credit worthiness, searching for assets, verifying information concerning education, experience, and other personal qualifications bearing upon character and fitness for employment; or performing investigations involving the research, compilation and/or location of evidence or information in order to build a case or uncover activities of a criminal, corrupt, unlawful or unethical nature; or
2. An associate degree or 60 semester credits from an accredited college and two years of satisfactory full-time experience as described in "1" above; or
3. A baccalaureate degree from an accredited college; or
4. Education and/or experience equivalent to "1", "2", or "3" above.

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 your test paper(s) will not be rated.

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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

REQUIRED FORM(S):

- 1. 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.
- 2. Education and Experience Test Paper:** Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out **Sections A.1, A.2, A.3, A.4, B 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.
- 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: Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

For full-time satisfactory experience performing investigations involving criminal and/fraudulent activities; evaluating credit histories; searching for assets; verifying information concerning education, experience, and other personal qualifications bearing upon character and fitness for employment; or performing investigations involving the research, compilation and/or location of evidence or information in order to build a case or uncover activities of a criminal, corrupt, unlawful or unethical nature.

- (A) 15 points for at least one year but less than three years of experience; or
- (B) 30 points for three or more years of experience.

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Each year of experience will be credited under only one category which will be the highest appropriate category. Experience used to meet the minimum requirements cannot be used to gain additional credit.

Education and experience requirements must be met by **the last day of the application period**.

THE TEST RESULTS: If you pass the education and experience test, your name will be placed in score order on the 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:

Application Receipt: You will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

Selective Certification for Driver License and Special Patrolman (For the Department of Correction Only): If you possess a Motor Vehicle Driver's License valid in the State of New York and are eligible for Special Patrolman status, you may be given preferred consideration for positions in the Department of Correction through a process called Selective Certification. In order to be designated as a Special Patrolman, you must be twenty one years old, be a citizen of the United States, be a resident of New York City, be of good character, have no felony convictions and successfully pass a background investigation by the New York City Police Department. If you wish to apply for this Selective Certification, state "**Correction**" in Section D on page 4 of the Education and Experience Test Paper. These requirements may be met at any time during the duration of the list. If you meet the Selective Certification requirement **at some future date**, please submit documentation by mail to: DCAS Bureau of Examinations - GEEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

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. 31105; Investigation Occupational Group

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

