



ERIC L. ADAMS
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK
Commissioner

NOTICE OF EXAMINATION

PROBATION OFFICER
Exam No. 3143

WHEN TO APPLY: From: June 7, 2023

APPLICATION FEE: \$68.00

To: June 27, 2023

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.00% of the payment amount. This service fee is nonrefundable.

THE TEST DATE: Multiple-choice testing is expected to begin on **Friday, August 25, 2023.**

YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES:

Probation Officers, under supervision, with some latitude for independent or unreviewed action or decision, perform difficult and responsible work in the field of probation providing assigned individuals services in intake, investigation, supervision, and enforcement. They make preliminary investigations of defendants' alleged crimes or offenses; obtain information on offenders' legal, economic, and psycho-social history and background; interpret conditions of sentence to persons placed under probation supervision; provide therapeutic counseling to probationers individually or in groups, and supervise their progress; assist Family Court in making appropriate determinations in very complex and sensitive cases; act as liaisons between the department and the courts; secure and clarify information, answer questions, prepare and submit written reports and recommendations, including revocation of probation if necessary; keep track of court cases in which the department is involved; refer probationers to social, governmental or community agencies which may assist in probationer's rehabilitation; perform field work, which includes home visits to individuals under investigation or supervision; correspond with and make collateral visits to friends, relatives, community agencies, employers, former employers, places of worship, schools, law enforcement agencies, and others; prepare and maintain case records; provide specialized services in research and demonstration projects; provide intake service to determine the necessity for court intervention or adjust matters without referral to court; operate motor vehicles; serve as department representatives, as may be required; receive instruction in the use of deadly physical force, firearms and other weapons; may operate a computer; may assist in the supervision of volunteers; may perform Probation Violation investigations, enforce Violation of Probation warrants, execute warrants, perform "failure to report" investigations and requisite field visits, detain or take into custody probationers wanted by law enforcement agencies, assist the Office of General Counsel in the preparation of cases for the Violation of Probation process, and execute search orders. All Probation Officers perform related work.

Special Working Conditions:

Probation Officers may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Probation Officers and environmental conditions experienced are: walking to and from sites for court and field visits; making field visits in all kinds of weather; making field visits to potentially dangerous areas; making visual observations/surveillance of locations; reading documents; sitting for extended periods of time; communicating orally; when assigned to a field unit, carrying a weapon and executing warrants and taking into custody people on probation wanted by law enforcement agencies. All Probation Officers 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 \$45,934 per annum. This rate is subject to change.

HOW TO QUALIFY:

You may be given the test before we verify your qualifications. You are responsible for determining whether or not you meet the education and experience requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you will not receive an Admission Notice or score. (For more information see Exam Site Admission section.)

You will **not** receive credit for education which you obtain after June 30, 2023 or experience which you obtain after the end of the Application Period (June 27, 2023).

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A graduate degree from an accredited college or university, in social work, education, law, sociology, psychology, criminology, rehabilitation counseling, counseling, guidance, or a related field; or
2. A baccalaureate degree from an accredited college or university, and two years of satisfactory full-time experience in casework or counseling in a recognized social work/counseling setting adhering to acceptable professional standards in the field of probation, parole, social services, psychiatric social work, or a related field; or
3. A Bachelor of Social Work degree from an accredited college or university, and one year of satisfactory full-time experience in casework or counseling as described in "2" above; or
4. A baccalaureate degree from an accredited college or university, and one year of satisfactory, full-time experience in the field of probation providing services for assigned individuals in intake, investigation, supervision or enforcement; or
5. A satisfactory combination of education and/or experience which is equivalent to "1," "2," "3" or "4" above. **However, all candidates must have at least a baccalaureate degree from an accredited college or university.** Graduate credits in the fields listed in "1" above may be substituted for up to one year of experience as described in "2" above on the basis of 30 graduate semester credits for one year of experience.

In order for experience in casework and/or counseling to be acceptable, at least 50% of your time must be spent performing duties which involve therapeutic interaction used to modify behavior. The experience must include at least one of the following areas: intake and developing and recording a psycho-social history; conducting an evaluative analysis or assessment; providing counseling or supportive supervision; developing and implementing a treatment plan; or providing referral and follow-up services. **Such experience must have been gained after receipt of a baccalaureate degree.**

Experience as a tutor, clerical worker, peer counselor, leader/companion, recreational counselor, legal assistant, investigator, camp counselor, eligibility specialist or custodial supervisor is not acceptable.

The education requirement must be met by June 30, 2023. The experience requirement must be met by the last day of the Application Period (June 27, 2023).

The college or university must be 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). The law school must be accredited by the American Bar Association or the California Bar Association.

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. This is required only if you need credit for your foreign education in this examination. For more information see the Foreign Education Evaluation Guide in the Required Information section.

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: $21/35 \times 12 = 7.2$ months.

You have until midnight Eastern time on the last day of the Application Period (June 27, 2023) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (June 27, 2023), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

You will not receive credit for education which you obtain after June 30, 2023 or experience which you obtain after the end of the Application Period (June 27, 2023).

Age Requirement:

In accordance with section 257 of the Executive Law, you must have reached your 21st birthday by the time of appointment. There is no minimum age to file for this examination. However, if you are too young for appointment on the date the eligible list is terminated, you will have no further opportunity for appointment from this list.

Peace Officer Training Certification Requirement:

You must satisfy the training requirements established by the State of New York for Peace Officer Certification. Once obtained, this certification must be maintained for the duration of your employment.

Citizenship: United States Citizenship is required at the time of appointment.

Character and Background:

Proof of good character and satisfactory background will be absolute prerequisites to appointment. The following are among the factors which ordinarily would be cause for disqualification: (a) arrest record or conviction of an offense, the nature of which indicates lack of good moral character or disposition toward violence or disorder; (b) repeated arrests or 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. In accordance with provisions of law, persons convicted of a felony or domestic violence misdemeanor are not eligible for appointment to the title of Probation Officer.

Medical and Psychological Requirement:

Medical guidelines have been established for the position of Probation Officer. Candidates will be examined to determine whether they can perform the essential functions of the position of Probation Officer. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the medical examination, and/or to perform the essential functions of the job. Certain assignments in which firearms are used require eligibles to undergo a psychological evaluation.

Driver License Requirement:

By the time you are appointed to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

Drug Screening Requirement:

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

Residency:

According to section 255 of the New York State Executive Law, Probation Officers may reside in any county within New York State.

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 an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, apply using the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application, payment and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and resolved. Please keep this information and the application period deadline in mind when creating your account.**

The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements visit the Fee Waiver FAQ on the Online Application System at: <https://a856-exams.nyc.gov/OASysWeb/Home/Faq>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online. However, you must schedule a customer service appointment prior to your visit. Due to the COVID-19 pandemic, DCAS no longer permits walk-ins at DCAS sites.

Manhattan

2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn

210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

The DCAS Computer-based Testing & Application Centers will be closed on Monday, June 19, 2023.

To schedule a customer service appointment through OASys for an exam-related or eligible list-related inquiry, find **Exam #1889**, click **Apply**, and follow the instructions provided to reserve your appointment location, date, and time.

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS at OASys@dcas.nyc.gov.

Special Circumstances Guide: This guide is located on the DCAS website at https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Application Centers. This guide 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 Guide that pertain to you when you complete your "Application for Examination."

REQUIRED INFORMATION:

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
2. **Education and Experience Exam:** Fill out all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (June 27, 2023) to clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it in the Online Application System (OASys). If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (June 27, 2023), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.
3. **Foreign Education Evaluation Guide (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 Evaluation Guide which is located on the DCAS website at <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/foreigneducation.pdf>. When you contact the evaluation service, ask for a "**course-by-course**" evaluation (which includes a "document-by-document" 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 day of the Application Period (June 27, 2023).

THE TEST:

The multiple-choice test will be given at 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 is designed to assess the extent to which candidates have certain knowledge and abilities determined to be important to the performance of the tasks of a **Probation Officer**.

Task areas to be tested are as follows: Case Management, Forms and Reports, Field Service Activities, Specialized Duties.

The test may include questions requiring the use of any of the following abilities:

Deductive Reasoning: applying general rules to specific problems and coming up with logical answers. It involves deciding if an answer makes sense. Example: A Probation Officer might use this ability when making recommendations to the court about a probationer's sentencing.

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. Example: A Probation Officer might use this ability when applying and enforcing the conditions of probation.

Information Ordering: following correctly a rule or set of rules or actions in a certain order. The rules 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. Example: A Probation Officer might use this ability when using the proper steps to complete a pre-sentence investigation report.

Memorization: remembering information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information. Example: A Probation Officer might use this ability when recalling details for an Investigation report.

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. Example: A Probation Officer might use this ability when making referrals regarding services for individual probationers.

Time Sharing: ability to shift back and forth between two or more sources of information. Example: A Probation Officer might use this ability when looking at different sources of information regarding a probationer, such as schools and family members and when writing a pre-sentence investigation report.

Written Comprehension: understanding written sentences and paragraphs. Example: A Probation Officer might use this ability when reading a pre-sentence investigation report.

Written Expression: using English words or sentences in writing so that others will understand. Example: A Probation Officer might use this ability when writing a Violation of Probation report.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

EXAM SITE ADMISSION:

Your Admission Notice will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. You can print or display your Admission Notice on your phone or personal device to gain entry to the test site. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: After gaining entry to the test site, you are not permitted to enter the testing area with electronic devices. Electronic devices include, but are not limited to, cellular phones, smart watches, recording devices, beepers, pagers, cameras, or portable media players. You are not permitted to use any type of headphones or ear buds. Calculators are permitted; however, they must be hand-held, battery or solar powered, and numeric only. Calculators with functions **other than** addition, subtraction, multiplication and division are prohibited. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices anywhere at any test site, whether in the testing area, restroom, hallway, or other location, at any time before, during or after the test or Protest Review Session, your test score will be nullified, you will be disqualified from taking any civil service tests for up to five years, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of a Computer-based Testing & Application Center while you are taking the test.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, City or State issued identification card, IDNYC, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess.
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at www.nyc.gov/examsforjobs.
- Submit a written request by email at OASys@dcas.nyc.gov, by fax (646) 500-7190, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. Your written request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address, and/or new telephone number.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

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, you will be given a list number and you will be notified by email of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: <https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at www.nyc.gov/examsforjobs and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

Note: You may attach up to 5 documents to support your appeal by using the attachment functionality.

SPECIAL ARRANGEMENTS:

Make-up Test:

You may apply for a make-up test if you cannot take the test on the regular test date(s) for any of the following reasons:

1. compulsory attendance before a public body;
2. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
3. absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
4. absence due to ordered military duty;
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
6. a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact Administration, Customer, and Exam Support by mail at 1 Centre Street, 14th Floor, New York, NY 10007, or by email at testingaccommodations@dcas.nyc.gov as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

ADDITIONAL INFORMATION:

Selective Certification for Experience in Specialized Programs (ATP and ACE) (SLP):

If you have twelve months of full-time satisfactory experience working with community-based programs and individuals involved in the justice system who have need levels across the spectrum from low to high risks using any of the following: Cognitive Behavioral Therapy Interventions, Motivational Interviewing, Restorative Practices, Trauma Informed Practices, Cultural Competency, Interactive Journaling, Community/Family Engagement, Group Facilitation, Level of Service Inventory-Revised and Youth Level of Service Inventory Risk and Needs Assessment Administration, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your specialized experience will be checked by the appointing agency at the time of appointment.

Selective Certification for Experience in Specialized Programs with Training (ATP and ACE) (SLT):

If you have six months of full-time satisfactory experience working with community-based programs and individuals involved in the justice system who have need levels across the spectrum from low to high risks using any of the following: Cognitive Behavioral Therapy Interventions, Motivational Interviewing, Restorative Practices, Trauma Informed Practices, Cultural Competency, Interactive Journaling, Community/Family Engagement, Group Facilitation, Level of Service Inventory-Revised and Youth Level of Service Inventory Risk and Needs Assessment Administration, **and** satisfactory completion of a specialized training program for at least six months, and achievement of a completion certificate for Specialized Programs assignments in any of the following: Motivational Interviewing, Restorative Practices, Group Facilitation, Cognitive Behavioral Therapy Foundations, Carey Guide/Brief Intervention Tools/Decision Points Training, Level of Service Inventory-Revised (LSI-R) and Youth Level of Service risk and needs assessment administration, Trauma Informed Practices, Cultural Competency, Interactive Journaling, Community/Family Engagement, Motivational Interviewing, Group Facilitation and Caseload Explorer (case management system) systems training, you may be considered for appointment to positions requiring this combination through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience and training. Training must be administered/certificate issued by a NYS law enforcement agency that employs NYS Municipal Police Training Council approved instructors. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your specialized experience and training will be checked by the appointing agency at the time of appointment.

Selective Certification for Experience in Intelligence Unit (INT):

If you have twelve months of full-time satisfactory experience in any of the following: law enforcement operations and forensics, field tactics, narcotic identification, warrants, extraditions procedures, and/or arrest processing, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your specialized experience will be checked by the appointing agency at the time of appointment.

Selective Certification for Experience in Intelligence Unit with Training (IUT):

If you have six months of full-time satisfactory experience in any of the following: law enforcement operations and forensics, field tactics, narcotic identification, warrants, extraditions procedures, and/or arrest processing, and satisfactory completion of a specialized training program for at least six months, and achievement of a completion certificate for Intelligence Unit assignments in the following areas: Extradition processing, bench warrant procedures, warrant tactics, probation retakes, Interacting/information sharing with other law enforcement agencies, computer forensics/cell phone investigations, fraudulent credit card investigations, narcotics identification, active shooter response, Caseload Explorer (case management system) and NYPD OMNI arrest processing systems training, you may be considered for appointment to positions requiring this combination through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience and training. Training must be administered/certificate issued by a NYS law enforcement agency that employs NYS Municipal Police Training Council approved instructors. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your specialized experience and training will be checked by the appointing agency at the time of appointment.

Selective Certification for Social Media Analyst (SMA):

If you have twelve months of full-time satisfactory experience working in a law enforcement agency using applications such as: Sytech ADACS, Pen-Link, Thomson Reuters CLEAR, Lexis Nexis Accurint, Ringtail, and i2 Analyst's Notebook, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple choice test to indicate your interest in such Selective Certification. Your specialized experience will be checked by the appointing agency at the time of appointment.

Selective Certification for Foreign Language and/or American Sign Language:

If you can speak Albanian (**ALB**), Arabic (**ARA**), Bengali (**BEN**), Bosnian/Serbo Croatian (**SRC**), Chinese (Cantonese) (**CAN**), Chinese (Mandarin) (**MAN**), French (**FRE**), Greek (**GRE**), Haitian/Creole (**CRE**), Hindi (**HIN**), Italian (**ITA**), Japanese (**JPN**), Korean (**KOR**), Portuguese (**POR**), Polish (**POL**), Russian (**RUS**), Spanish (**SPA**), Tibetan (**TIB**), Urdu (**URD**), Vietnamese (**VIE**), West African Languages (e.g., Ibo, Swahili, Yoruba) (**WAL**), Yiddish (**YDD**) and/or you know American Sign Language (**ASL**), 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 multiple-choice test to indicate your interest in such Selective Certification.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this requirement at some future date, please submit a request by email to: LMACustomerService@dcas.nyc.gov or by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your full name, OASys Profile ID number, and the Selective Certification(s) you are requesting in your correspondence.

Investigation:

The position is subject to investigation before appointment. At the time of investigation, you will be required to pay an \$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 from a Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of meeting educational requirements, if applicable. You may be disqualified if your statements are found to be false, exaggerated, or misleading or if you fail to provide required documents. Investigation must be completed prior to appointment.

Application Receipt:

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folder for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Application Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 51810; Probation Occupational Group.

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