



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

MICHAEL R. BLOOMBERG
 Mayor

EDNA WELLS HANDY
 Commissioner

NOTICE OF EXAMINATION

HOSTLER
Exam No. 2011

WHEN TO APPLY: From: **October 5, 2011** **APPLICATION FEE: \$47.00**
 To: **October 25, 2011** **If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.**

THE TEST DATE: The qualifying practical test is expected to begin on a date to be determined.

WHAT THE JOB INVOLVES: Hostlers, under general supervision, care for horses and maintain stables and equipment in orderly and sanitary condition. All Hostlers perform related work.

Some of the physical activities performed by Hostlers are lifting a 50 lb. bag and placing it on a platform 4 feet in height, and lifting a 70 lb. bale of hay onto a hand truck.

Special Working Conditions: Hostlers will be required to work shifts including nights, Saturdays, Sundays, and holidays.

(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 \$31,144 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, 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

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 http://www.nyc.gov/html/dcas/html/employment/civilservice_exams.shtml#examinationforms. This form gives important information about 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 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.

HOW TO QUALIFY:

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

Six months of full-time, paid experience in the grooming, feeding, cleaning, and inspection of at least 3 horses each day.

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, including payment of fee. Save a copy of the instructions for future reference.
- 2. Education and Experience Test Paper:** Fill out section B. 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. Be sure to write your examination number and social security number on each of the remaining pages of this form.

THE TEST: Your score will be determined by an experience test. In addition, you must pass a qualifying practical test. You will receive a score of 70 points for meeting the experience requirements listed above. After these requirements are met, you will receive credit for a **maximum of an additional five years of experience**, up to a maximum of 100 points on the following basis:

If you have satisfactory full-time, paid experience grooming, feeding, cleaning and inspecting at least 3 mounted patrol horses each day for:

At least 1 year but less than 3 years	10 points
At least 3 years but less than 5 years	20 points
5 years	30 points

If you have satisfactory full-time, paid experience grooming, feeding, cleaning and inspecting at least 3 professional riding horses (e.g., at a race track) each day for:

At least 1 year but less than 3 years	5 points
At least 3 years but less than 5 years	10 points
5 years	15 points

If you have satisfactory full-time, paid experience grooming, feeding, cleaning and inspecting at least 3 recreational riding horses (e.g., at a dude ranch or horse rental stable) each day for:

At least 1 year but less than 3 years	2 points
At least 3 years but less than 5 years	4 points
5 years	6 points

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.**

Experience must be obtained by **the last day of the application period.**

QUALIFYING PRACTICAL TEST: To pass the qualifying practical test, you must satisfactorily complete all parts of the test. While maintaining full control of the horse, you will be required to perform, in a safe and proper manner, the following tasks: back the horse out of the stall, lead him to a designated area and cross tie; check the horse's physical condition, currycomb and brush him, and clean the sole and frog of his hoof; untie the horse, return him to the stall and secure him. You will also be required to lift a 50 lb. bag, place it on a platform 4 feet in height and return it to the floor; lift a 70 lb. bale of hay onto a hand truck.

THE TEST RESULTS: If you pass the experience test and qualifying practical, 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.

Application Receipt: If you applied online, you will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at OASys@dcas.nyc.gov. Include your social security number and the examination number and title in your email. If you applied by mail, 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.

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 10007.

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Title Code No. 81901; Police Service.

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