



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE ST, 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**

**LOCKSMITH
Exam No. 2035
(For agencies under the jurisdiction of DCAS only)**

WHEN TO APPLY: From: March 7, 2012
To: March 27, 2012

APPLICATION FEE: \$68.00
*If you pay online by credit card, bank card or
debit card, you will receive a \$5.00 discount.*

WHAT THE JOB INVOLVES: Locksmiths, under supervision, do work relating to installation, maintenance and repair of locks and locking devices. They supervise and are responsible for the work of assigned personnel; remove, replace, maintain, repair and adjust all types of locks and locking devices, including panel locks, vertical rod locking devices, cell block and prison cell locks, locker and cabinet locks, and safe and other combination locks; install locks and locking devices on wood and metal doors, kalamein doors, classroom doors, steel file cabinets and lockers, and on cell doors, gates, corridors, enclosures, etc., in prisons and detention areas; repair lock stile in wood, metal and kalamein doors, and make necessary repairs to jambs and hanging stiles to reinforce hinges for proper operation of doors and locks; open, repair and drill safes and change combinations; make keys with or without duplicate and key change numbers; pick locks open and change keys, if required; set up and change key combinations; change cylinders; make keys to fit grand master, group master and floor master combinations; instruct designated personnel in the operation of the key control system; keep inventory records and prepare materials requisitions; keep job and other records. All Locksmiths perform related work.

Some of the physical activities performed by Locksmiths and environmental conditions experienced are: standing for long periods of time; walking through buildings; bending, crouching and kneeling; lifting and carrying heavy equipment; carrying locks, doors, tools, and/or equipment weighing up to 100 pounds; working in confined areas; working outdoors in all kinds of weather; working in areas that have high noise levels and may be damp, dusty, dirty and/or acrid; and operating and maintaining industrial locks, tools and equipment.

Special Working Conditions: Locksmiths may 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 \$24.79 per hour for a 40 hour work week. 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, or 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 have hours Monday through Saturday from 9:00 A.M. to 5:00 P.M.:

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 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."

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

HOW TO QUALIFY:

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

1. Five years of full-time satisfactory experience as a Locksmith acquired within the last ten years; or
2. Three years of such experience as described in "1" above plus education at a locksmith, vocational, technical or trade school approved by a State's Department of Education or a recognized accrediting organization or full-time satisfactory experience as a Locksmith Apprentice or Trainee to make a total of five years of experience. Six months of acceptable experience will be credited for each year of relevant education or full-time experience as a Locksmith Apprentice or Trainee; or
3. Education and/or experience which is equivalent of "1" or "2" above. However, all candidates must have at least three years of experience as described in "1" above.

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.

REQUIREMENTS TO BE APPOINTED:

License Requirement: At the time of appointment, candidates must possess a valid New York City Locksmith License. This license must be maintained for the duration of employment.

Residency Requirement Advisory: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

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.

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

REQUIRED FORMS:

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:** Fill out Sections **A.3 (if applicable), B and C.** 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 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. **If you are applying online,** follow the online instructions.

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 additional credit up to a maximum of 100 points on the following basis:

Additional Credit:

If you have satisfactory full-time experience as a Locksmith acquired within the last ten years for:

You will receive:

At least 1 year but less than 3 years	10 points
At least 3 years but less than 5 years	20 points
5 or more years	30 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.**

THE TEST RESULTS: If you pass the education and experience 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:

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.

This examination is for all City agencies and not for the Health and Hospitals Corporation (HHC) or the City University of New York (CUNY). If you would like to apply for Locksmith for HHC, you must submit a separate application and fee for Exam No. 2049 from March 7, 2012 through March 27, 2012. If you would like to apply for Locksmith for CUNY, you must submit a separate application and fee for Exam No. 2048 from March 7, 2012 through March 27, 2012.

The How to Qualify section on this Notice of Examination may be different from the How To Qualify section on the Notice of Examinations for Health and Hospitals Corporation (HHC) and for the City University of New York (CUNY).

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 St, 14th Floor, NY, NY 10007.

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Title Code No. 90723; Skilled Craftsman and Operative Service Group

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