



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 (CUNY)
Exam No. 2048
(For the City University of New York 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 do work relating to installation, maintenance and repair of locks and locking devices. They may supervise and be 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, 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, gates, corridors and enclosures; repair lock stile in wood, metal and kalamein doors; 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.

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 \$51,762 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, 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."

HOW TO QUALIFY:

Education and Experience Requirements: By the **last day of the Application Period**, you must possess a valid New York City Locksmith License which must be maintained for the duration of employment; and

1. Five years of full-time satisfactory experience as a Locksmith acquired within the last ten years; or
2. Three years of full-time satisfactory experience as described above plus either two years of sufficient related, approved educational training or two years' full-time satisfactory related experience as a Locksmith Apprentice or Locksmith Trainee, to make a total of five years' experience.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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:

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.

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

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.

List Termination: The eligible list resulting from this examination is valid for one year from the date it is established.

Probationary Period: The probationary period for Locksmith is 12 months.

This examination is for positions with The City University of New York (CUNY) only. If you would like to apply for Locksmith in City agencies, you must submit a separate application and fee for Exam No. 2035 from March 7, 2012 through March 27, 2012. If you would like to apply for Locksmith for Health and Hospitals Corporation (HHC), you must submit a separate application and fee for Exam No. 2049 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 City agencies.

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.

The City of University of New York is an Equal Opportunity/Affirmative Action/Immigration and Control Act/
Americans with Disabilities Act Employer.

Title Code No. 04905; Skilled Craftsman and Operative Service Group

For information about other exams, call 212-669-1357.
Internet: nyc.gov/dcas; for CUNY: cuny.edu