



THE CITY OF NEW YORK
 DEPARTMENT OF CITYWIDE
 ADMINISTRATIVE SERVICES
 APPLICATIONS UNIT
 1 CENTRE STREET, 14TH FLOOR
 NEW YORK, NY 10007

REQUIRED FORMS
APPLICATION

BILL DE BLASIO
 Mayor

STACEY CUMBERBATCH
 Commissioner

NOTICE OF EXAMINATION

**PROMOTION TO SUPERVISING DEPUTY SHERIFF
 Exam. No. 5508
 AMENDED NOTICE- September 10, 2014**

<p>WHEN TO APPLY: From: August 6, 2014 To: August 26, 2014</p>	<p>APPLICATION FEE: \$91.00 If you chose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.</p>
<p>THE TEST DATE: The multiple-choice test is expected to be held on Saturday, November 22, 2014.</p>	

The Notice of Examination is amended to:

- (1) change the date of the multiple-choice test From November 17, 2014 to November 22, 2014; and
- (2) update the “Written Test Description” sub-section in “The Test” section.

**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY
 BEFORE YOU SUBMIT YOUR APPLICATION.**

WHAT THE JOB INVOLVES: Supervising Deputy Sheriffs, under general direction, with much latitude for independent or unreviewed action or decision, perform work of a difficult and responsible nature and are in responsible charge of and administer the activities of a division of the Office of the City Sheriff, or serve as the principal administrative assistant in a large unit; act for and in the name of the City Sheriff in carrying out duties prescribed by Civil Practice Law and Rules and other laws. They maintain and monitor sign-out sheets; review case cards, daily logs, and monthly reports of activities; monitor real property executions and the steps leading to the sale of real property; review setup of Sheriff's Sale; respond to inquiries and complaints from lawyers, the public, etc.; conduct periodic reviews of Deputy City Sheriffs' files; review priority of processes; review immunity to service and/or arrest; advise Deputies on application of the Civil Practice Law and Rules; comply with guidelines for use of vendors (e.g., locksmiths, movers, guard service, warehouses, technicians, etc.); direct Deputy City Sheriffs in the field; use automated office systems and other computer technology to input and retrieve information, including identifying judgment debtors; may evaluate subordinates' performance; operate a motor vehicle; and 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 \$88,571 per annum. This rate is subject to change. There are two assignment levels within this class of positions.

HOW TO APPLY: If you believe you are eligible to take this examination, 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 information. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com and Mail.com offer free email addresses. 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. You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams).

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf and available at the DCAS Computer-based Testing & Applications 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' 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."

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the Office of the Sheriff in the Department of Finance who **on the date of the multiple-choice test:**

- (1) is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Deputy City Sheriff; and
- (2) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

If you do not know if you are eligible, check with **your agency's personnel office**. You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If it is determined prior to the test date that you are not eligible to participate in this examination, you will not receive an admission notice to take the multiple-choice test, you will not be permitted into the test site, and your application fee will not be refunded.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion.

REQUIREMENTS TO BE PROMOTED:

Driver License Requirement: You must possess a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of employment.

Peace Officer Status: You must continue to meet the requirements for Peace Officer status for the duration of your employment.

THE TEST: You will be given a multiple-choice test at a computer terminal or a paper and pencil test. You will be informed of the format on your Admission Notice. You must achieve a score of at least 70% to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus ½ point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

The Written Test Description: The multiple-choice test is designed to assess the extent to which candidates have certain abilities and technical knowledge determined to be important to the performance of tasks of a Supervising Deputy Sheriff. Task categories to be tested may include: applying laws, rules, codes, regulations, guides, etc. relevant to the work of Supervising Deputy Sheriffs; assigning work and adjusting work assignments; answering questions, providing information and interacting with community groups, individual members of the public, and other public agencies; exchanging information with superiors, subordinates and other Department personnel; maintaining and securing equipment, supplies and property; monitoring and inspecting subordinates to determine if they are performing their duties in an acceptable manner; directing and assisting Deputy City Sheriffs in the field, and responding to unusual occurrences; and preparing, completing or reviewing written forms, reports and logs.

The test may include questions requiring mastery of technical knowledge. Questions may be based on such materials as: Affirmative Action Employment Plan/EEO, the Civil Manual New York State Sheriff's Association, NYS Civil Practice Law and Rules, Civil Rights Law, NYS Criminal Procedure Law, Department Regulations and Policy and Procedure, Firearms Manual and Guidelines, General Business Law, Judiciary Law, Mental Hygiene Law, NYC Department of Finance Code of Conduct (includes Mayor's Executive Order No. 16 of 1978, as amended), NYC Department of Finance Employees' Handbook, NYC Office of the Sheriff Deputy Sheriff's Guide, NYS Penal Law, NYS Real Property Actions and Proceedings Law, Uniform Commercial Code, Time and Leave Regulations, Family Court Act, NYC Administrative Code; and other related areas. In effect up to and including October 11, 2014.

The test also will include questions which may require the use of any of the following abilities:

Analytical Thinking: Analyzing information and using logic to address specific work-related issues and problems; involves the identification of problems, not implementation of solutions. A Supervising Deputy Sheriff may use this ability when analyzing and preparing assignments.

Quantitative Analysis & Interpretation: Analyzing, interpreting and understanding the underlying principles and meaning of numerical data; recognizing inconsistencies and errors in reports containing numerical data.

May involve making projections. A Supervising Deputy Sheriff may use this ability when reviewing case cards and daily logs.

Judgment & Decision-Making: Reviewing information to develop and evaluate the relative costs and benefits of potential solutions to problems and choosing the most appropriate one; implementing a course of action determined by thinking analytically. While similar to Planning & Organizing, Judgment and Decision-Making are typically applied over a shorter time frame. A Supervising Deputy Sheriff may use this ability when assigning cases to Deputy City Sheriffs.

Planning & Organizing: Establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources. A Supervising Deputy Sheriff may use this ability when dealing with warrants, summonses, subpoenas, etc.

Management of Personnel Resources: Motivating, developing and directing people as they work, identifying the best people for the job; managing employees needed to accomplish tasks. Supervising Deputy Sheriffs may use this ability when determining which of their subordinates to assign to a specific task.

Monitoring: Monitoring/assessing performance of oneself, other individuals or organizations to make improvements or take corrective action; overseeing the quality of performance. Supervising Deputy Sheriffs may use this ability when conducting subordinates' performance evaluations.

Written Comprehension: Understanding the information and ideas presented in written sentences and paragraphs in work-related documents. A Supervising Deputy Sheriff may use this ability when reviewing processes.

Written Expression: Appropriately communicating information and ideas in written words and sentences so intended audience will understand. A Supervising Deputy Sheriff may use this ability when completing forms or writing communications.

Coaching & Mentoring: Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills. A Supervising Deputy Sheriff may use this ability when training subordinates.

Teamwork: Developing mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. A Supervising Deputy Sheriff may use this ability when picking up the tasks of a subordinate or colleague away on vacation.

Integrity: Acting in an honest and ethical manner. A Supervising Deputy Sheriff may use this ability when handling confidential and/or sensitive material.

Updating & Using Relevant Knowledge: Keeping up-to-date technically and applying new knowledge to the job. A Supervising Deputy Sheriff may use this ability when staying up-to-date on Civil Practice Laws, Mental Hygiene Laws, etc.

Warning: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however they must be hand-held, battery or solar powered, 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 in the building at any time before, during or after the test, you may not receive your test results, your test score may be nullified, 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 the test site 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, State issued identification card, 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 will not be refunded.

ADMISSION NOTICE: You should receive an Admission Notice in the mail about 10 days before the date of the test. If you do not receive an Admission Notice at least 4 days before the test date, you must go to the Exam Support Group, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate notice, which you will receive unless there was a determination that you are not eligible to participate in the examination.

THE TEST RESULTS: If you pass the multiple-choice test and are marked eligible, 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 promotion when your name is reached on the eligible list.

SPECIAL ARRANGEMENTS:

Late Filing: Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- (1) You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
- (2) You become eligible after the above application period but on or before the date of the multiple-choice test.

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 this test.

To request a make-up test, contact the Exam Support Group in person or by mail at 1 Centre Street, 14th Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your exam.

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, and may result in criminal prosecution.

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 at nyc.gov/dcas and at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 30315; Sheriff Occupational Group

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