



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

REQUIRED FORMS

APPLICATION FORM
EDUCATION AND EXPERIENCE
TEST PAPER
FOREIGN EDUCATION
FACT SHEET
(IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

**NOTICE
OF
EXAMINATION**

**MARKET AGENT
Exam. No. 4040**

WHEN TO APPLY: From: November 10, 2004 **APPLICATION FEE:** \$35.00
To: December 7, 2004 *Payable only by money order to D.C.A.S. (EXAMS)*

THE TEST DATE: Multiple-choice test is expected to be held on **Saturday, February 12, 2005**

WHAT THE JOB INVOLVES: Market Agents, under supervision, with some latitude for independent action or decision, are responsible for the inspection of wholesale markets and surrounding areas; issue summonses and notices of violation; make arrests; operate a motor vehicle. All Market Agents perform related work.

Special Working Conditions: Market Agents are required to work alternating shifts, including weekends and holidays.

Some of the physical activities performed by Market Agents and environmental conditions experienced are: working out-of-doors in all kinds of weather, standing, walking, bending, and/or stooping. Market Agents may also be required to lift loads of up to 50 lbs.

(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 for Market Agent is \$29,267 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, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

HOW TO QUALIFY:

Education and/or Experience Requirements: By the **last day of the Application Period**, you must have: A four-year high school diploma or its educational equivalent, and two years of full-time satisfactory experience performing code enforcement inspection, investigation, or law enforcement functions. An associate or higher degree in police science or criminal justice will be accepted in lieu of one year of this experience.

You may be given the multiple-choice test before we verify 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 your test paper will not be rated.

Special Patrolman Requirement: At the time of appointment to this position, you must qualify for deputization as Special Patrolman by the New York City Police Department, as specified in Title 38, Chapter 13 of the Rules of the City of New York. To qualify for this deputization, you must be of good character and have no record of convictions for any felony or for any serious offense against public safety, as defined in the New York State Penal Law. If discharged from military service, the discharge must not have been "dishonorable." Additionally, you must be at least 21 years of age, and you must be a U.S. citizen and a resident of the City of New York. Failure to receive this deputization will result in your termination. Once you receive your deputization, it must be maintained for the duration of your employment.

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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Medical Requirement: Medical guidelines have been established for the position of Market Agent. Candidates will be examined to determine whether they can perform the essential functions of the position of Market Agent. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

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

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 the City of New York.

REQUIRED FORM(S):

- 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:** Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Sections A.1, A.2, and B. The 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.
- 3. Foreign Education Fact Sheet (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 Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "**document-by-document**" (**general**) 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 date for applying for this examination.

THE TEST: You will be given a multiple-choice test. 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 may include questions on reading comprehension; written communication; arithmetic; investigative skills; problem solving; and other related areas.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive the Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you meet the education and experience requirements and pass the multiple-choice test, your name will be placed in 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:

Selective Certification for Foreign Language: If you can speak a foreign language, 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 in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

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 Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.
Title Code Nos. 33972; Market Agent Occupational Group

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