



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

<b>REQUIRED FORMS</b>
APPLICATION FORM
EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)
SPECIAL INSERT

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

## NOTICE OF EXAMINATION

### PROMOTION TO REAL PROPERTY MANAGER Exam. No. 3538

**WHEN TO APPLY:** From: April 5, 2006  
To: April 25, 2006

**APPLICATION FEE: \$35.00**  
*Payable only by money order to D.C.A.S. (EXAMS)*

**WHAT THE JOB INVOLVES:** Real Property Managers, under varying degrees of supervision, perform real property management, receivership, relocation and anti-abandonment work of varying degrees of difficulty in housing and other properties, and buildings owned, managed, or to be acquired by the City, or those at risk of being abandoned. Manage City-owned or receivership properties or supervise the management of buildings or developments financed by or leased from the City. Inspect and provide descriptions of properties. May operate a motor vehicle to travel to sites. All Real Property Managers perform related work.

**Special Working Conditions:** Real Property Managers 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 \$31,329 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level at the discretion of the agency.

**HOW TO APPLY:** If you believe you are eligible to take this examination, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed forms and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

**ELIGIBILITY TO TAKE EXAMINATION:** This examination is open to each employee of the Department of Housing Preservation and Development who **on the last day of the application period:**

- (1) holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Real Property Assistant; 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 are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting the application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

**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. Additionally, you must have served permanently in the eligible title for at least one year.

**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:** 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. Fill out Sections B and D. 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.
3. **Special Insert:** Write your social security number on each page. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Special Insert for your records.

**THE TEST:** You will be given an experience test. Your score on this test will be used to determine your place on an

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eligible list. On the experience test you will receive a score of 70 points for meeting the eligibility requirements listed above. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

**Additional Credit:**

- (1) For satisfactory full-time experience in the management of residential, commercial, industrial, or waterfront properties, including renting and/or operating, you will receive
  - (A) 10 points for at least one year but less than two years of experience; or
  - (B) 20 points for at least two years but less than four years of experience; or
  - (C) 30 points for at least four years of experience.
- (2) For satisfactory full-time experience in site management you will receive
  - (A) 10 points for at least one year but less than two years of experience; or
  - (B) 15 points for at least two years but less than four years of experience; or
  - (C) 20 points for at least four years of experience.
- (3) For satisfactory full-time experience in tenant relocation in connection with housing or other reconstruction/rehabilitation projects, you will receive
  - (A) 3 points for at least one year but less than two years of experience; or
  - (B) 6 points for at least two years but less than four years of experience; or
  - (C) 10 points for at least four years of experience.

To be acceptable, experience in property management must have included renting and/or operating the managed properties. Experience in renting must have included interviewing prospective tenants, qualifying tenants' income and background, and/or assuring that vacancies are ready for occupancy. Experience in operating must have included overseeing maintenance and repair of building operating systems, and overseeing staff to assure that necessary work is properly completed.

To be acceptable, experience in site management must have included on-site rental and maintenance of buildings.

To be acceptable, experience in relocation must have included negotiation with tenants to surrender leases for cash consideration or for an alternative site, and determining tenant eligibility for benefits.

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 must be obtained by **the last day of the Application Period.**

**THE TEST RESULTS:** If you pass the experience 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.

**ADDITIONAL INFORMATION:**

**Selective Certification for Driver License:** If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. Follow the instructions in Section D on page 4 of the Education and Experience Test Paper to indicate your interest in such Selective Certification. If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment. This requirement may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - GEEG, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

**Application Receipt:** 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, 14<sup>th</sup> 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.

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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 No. 80112; Real Estate Management Occupational Group

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

**DO NOT WRITE YOUR NAME ANYWHERE ON THIS PAPER**

**SOCIAL SECURITY NUMBER \_\_\_\_\_**

**SPECIAL INSERT FOR PROMOTION TO REAL PROPERTY MANAGER, EXAM NO. 3538**

*When filling out the Special Insert, be certain that the employment described in Box 1 of the Education and Experience Test Paper corresponds to the employment described in Box 1 of the Special Insert, and so on.*

<b>BOX NO. <u>1</u></b>	<b>Employer's Name:</b>	
<b>WORK PERFORMED</b>		<b>% TIME SPENT</b>
1. Management of properties, including both renting and operating		
a) Advertising vacancies		
b) Interviewing prospective tenants		
c) Qualifying income and/or background		
d) Assuring vacancies are ready for occupancy		
e) Overseeing maintenance/repair of building operating systems		
f) Overseeing staff to assure necessary repairs are completed in a timely/proper fashion		
g) Inspecting properties		
h) Other (specify)		
2. Site Management		
a) On-site rentals		
b) Maintenance of buildings		
c) Other (Specify)		
3. Tenant Relocation		
a) Negotiation with tenant for cash or alternative site		
b) Determining tenant eligibility for benefits		
c) Other (Specify)		
<b>TOTAL</b>		<b>100%</b>

<b>BOX NO. <u>2</u></b>	<b>Employer's Name:</b>	
<b>WORK PERFORMED</b>		<b>% TIME SPENT</b>
1. Management of properties, including both renting and operating		
a) Advertising vacancies		
b) Interviewing prospective tenants		
c) Qualifying income and/or background		
d) Assuring vacancies are ready for occupancy		
e) Overseeing maintenance/repair of building operating systems		
f) Overseeing staff to assure necessary repairs are completed in a timely/proper fashion		
g) Inspecting properties		
h) Other (specify)		
2. Site Management		
a) On-site rentals		
b) Maintenance of buildings		
c) Other (Specify)		
3. Tenant Relocation		
a) Negotiation with tenant for cash or alternative site		
b) Determining tenant eligibility for benefits		
c) Other (Specify)		
<b>TOTAL</b>		<b>100%</b>

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SOCIAL SECURITY NUMBER \_\_\_\_\_

<b>BOX NO. <u>3</u></b>	<b>Employer's Name:</b>	
<b>WORK PERFORMED</b>		<b>% TIME SPENT</b>
1. Management of properties - RENTING <input type="checkbox"/> Yes <input type="checkbox"/> No		
OPERATING <input type="checkbox"/> Yes <input type="checkbox"/> No		
a) Advertising vacancies		
b) Interviewing prospective tenants		
c) Qualifying income and/or background		
d) Assuring vacancies are ready for occupancy		
e) Overseeing maintenance/repair of building operating systems		
f) Overseeing staff to assure necessary repairs are completed in a timely/proper fashion		
g) Inspecting properties		
h) Other (specify)		
2. Site Management		
a) On-site rentals		
b) Maintenance of buildings		
c) Other (Specify)		
3. Tenant Relocation		
a) Negotiation with tenant for cash or alternative site		
b) Determining tenant eligibility for benefits		
c) Other (Specify)		
<b>TOTAL</b>		<b>100%</b>

<b>BOX NO. <u>4</u></b>	<b>Employer's Name:</b>	
<b>WORK PERFORMED</b>		<b>% TIME SPENT</b>
1. Management of properties - RENTING <input type="checkbox"/> Yes <input type="checkbox"/> No		
OPERATING <input type="checkbox"/> Yes <input type="checkbox"/> No		
a) Advertising vacancies		
b) Interviewing prospective tenants		
c) Qualifying income and/or background		
d) Assuring vacancies are ready for occupancy		
e) Overseeing maintenance/repair of building operating systems		
f) Overseeing staff to assure necessary repairs are completed in a timely/proper fashion		
g) Inspecting properties		
h) Other (specify)		
2. Site Management		
a) On-site rentals		
b) Maintenance of buildings		
c) Other (Specify)		
3. Tenant Relocation		
a) Negotiation with tenant for cash or alternative site		
b) Determining tenant eligibility for benefits		
c) Other (Specify)		
<b>TOTAL</b>		<b>100%</b>

If you need additional boxes, copy this page and attach additional page(s) to this page.