



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

MICHAEL R. BLOOMBERG
Mayor
MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

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

REAL PROPERTY MANAGER
Exam. No. 3034

WHEN TO APPLY:	From: April 5, 2006 To: April 25, 2006	APPLICATION FEE: \$35.00 <i>Payable only by money order to D.C.A.S. (EXAMS)</i>
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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 that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the forms 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.

HOW TO QUALIFY:

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

- (1) A baccalaureate degree from an accredited college; or
- (2) A four-year high school diploma or its educational equivalent and two years of satisfactory, full time experience in the following: management of residential, commercial, industrial, or waterfront properties, including both renting and operating; or site management; or tenant relocation activities in connection with housing or other reconstruction/rehabilitation projects; or
- (3) A satisfactory combination of Education and/or Experience which is equivalent to (1) or (2) above. College credit from an accredited college may be substituted for experience on the basis of 60 semester credits for one year of work experience. However, all candidates must have a four-year high school diploma or its educational equivalent.

To be acceptable, experience in property management must have included both renting and 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 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.

Residency Requirement: You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 A.1, A.2, A.3, A.4, 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. **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.
4. **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: 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 credit for a maximum of four years of experience, 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.

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.

Education and 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 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 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, 14th 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, 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.

Promotion Test: A promotion examination for this title is being held for eligible City employees. The names appearing on the promotion list will be considered first in filling vacancies.

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

DO NOT WRITE YOUR NAME ANYWHERE ON THIS PAPER

SOCIAL SECURITY NUMBER _____

SPECIAL INSERT FOR REAL PROPERTY MANAGER, EXAM NO. 3034

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.

BOX NO. <u>1</u>	Employer's Name:	
WORK PERFORMED		% TIME SPENT
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)		
TOTAL		100%

BOX NO. <u>2</u>	Employer's Name:	
WORK PERFORMED		% TIME SPENT
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)		
TOTAL		100%

Turn page over for additional boxes.

DO NOT WRITE YOUR NAME ANYWHERE ON THIS PAPER

SOCIAL SECURITY NUMBER _____

BOX NO. 3	Employer's Name:	
WORK PERFORMED		% TIME SPENT
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)		
TOTAL		100%

BOX NO. 4	Employer's Name:	
WORK PERFORMED		% TIME SPENT
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)		
TOTAL		100%

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