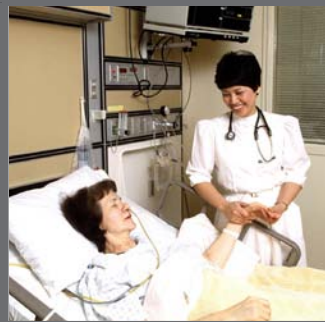


# EXAMS FOR JOBS

**JULY 2010**  
through  
**JUNE 2011**



# NYC<sup>®</sup>

Michael R. Bloomberg  
Mayor

**Citywide Administrative  
Services**

Martha K. Hirst  
Commissioner

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## WHAT IS *EXAMS FOR JOBS*?

*Exams for Jobs* is a brief guide to the schedule of upcoming civil service exams to fill jobs in New York City government.

## WHY SHOULD I TAKE A CIVIL SERVICE EXAM?

Most jobs in New York City government are filled by individuals who have taken and passed civil service exams. If you want to work for New York City, you should take one or more civil service exams for jobs that interest you and for which you are qualified.

## HOW SHOULD I USE THIS GUIDE?

You should review each section of *Exams for Jobs* to learn more about upcoming exams.

1. Review the **Exam Schedule** to see which exams are scheduled to open for filing. (Please note: This schedule is subject to change.)
2. If you find any exams on the schedule that interest you, review the **Summary of Job Responsibilities and Education and Experience Requirements** to see if you are eligible to apply.

**New York City is an Equal Opportunity Employer**



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## WHEN MAY I APPLY FOR AN EXAM?

- *You may only apply for an exam during the scheduled filing period. Applications received after the filing deadline will not be accepted.*
- Most exams open for filing on the first Wednesday of each month (except holidays).

## HOW DO I APPLY FOR AN EXAM?

1. **Online:** visit [www.nyc.gov/dcas](http://www.nyc.gov/dcas) at the start of the scheduled filing period to apply online.
2. **By mail:** fill out an official application form and return it by mail. *Applications are not accepted in person.*

## WHERE CAN I FIND OFFICIAL NOTICES AND APPLICATION FORMS?

- **Online:** visit [www.nyc.gov/dcas](http://www.nyc.gov/dcas) at the start of the scheduled filing period.
- **In person:** visit a DCAS Application Center during the scheduled filing period to request a copy of the Notice of Examination and application forms.

**Brooklyn Application Center**  
210 Joralemon St., 4<sup>th</sup> Floor

**Manhattan Application Center**  
2 Lafayette St., 17<sup>th</sup> Floor

*The Centers are open 9 a.m. to 5 p.m., Monday to Saturday (except holidays)*

- **By mail:** to request an official Notice of Examination and/or application form by mail, you must provide a self-addressed business-sized envelope (at least 4 inches x 9.5 inches) accompanied by a letter specifying the exam title and exam number (if available). *Requests must be received before the end of the scheduled filing period.* Mail requests to:

DCAS Application Unit  
1 Centre Street, 14th Floor  
New York, NY 10007

## CAN I RECEIVE UPDATES BY EMAIL WHEN EXAMS OPEN FOR FILING?

Yes! Visit [NYC.gov](http://nyc.gov) and click on the “sign-up for Email Updates” link. Subscribe to the “City Jobs and Civil Service” newsletter and monthly announcements will be sent to you.

## OTHER IMPORTANT INFORMATION

The current schedule of civil service examinations reflects the City’s anticipated personnel needs. It includes specialized job titles where the need for skilled personnel cannot be met within the City’s current workforce.

Civil service lists established from these examinations will be available to fill future vacancies – from one to four years after the lists are established.

**Please Note:** Filing dates, test dates and qualification requirements are all subject to change. For updated information, call 3-1-1 (or 212-NEW-YORK if outside the city) and ask for “Civil Service Information.”

**Reasonable Accommodation:** If you should require a reasonable accommodation to take an exam due to a disability or religious beliefs or observance, please follow the directions provided in the “Special Circumstances” form on [www.nyc.gov/dcas](http://www.nyc.gov/dcas).

**Open-Competitive Examinations** are open to all qualified individuals. *Applicants may be summoned for the test prior to a review of their qualifications.*

**Promotion Examinations** are only available to current City employees in eligible titles. *For details on eligibility, consult the official Notice of Examination during the application period.*

**Filing fees:** Most examinations require a filing fee. If you are receiving certain forms of public assistance, you may qualify for a waiver of the fee. Consult the “Application for Examination” form on [www.nyc.gov/dcas](http://www.nyc.gov/dcas) for details.

FOR MORE INFORMATION about civil service and the City of New York, contact:

City of New York

Department of Citywide Administrative Services (DCAS)

1 Centre Street

New York, NY 10007

Visit us at [www.nyc.gov/dcas](http://www.nyc.gov/dcas)

Or call 311 or 212-NEW-YORK and ask for “civil service information”

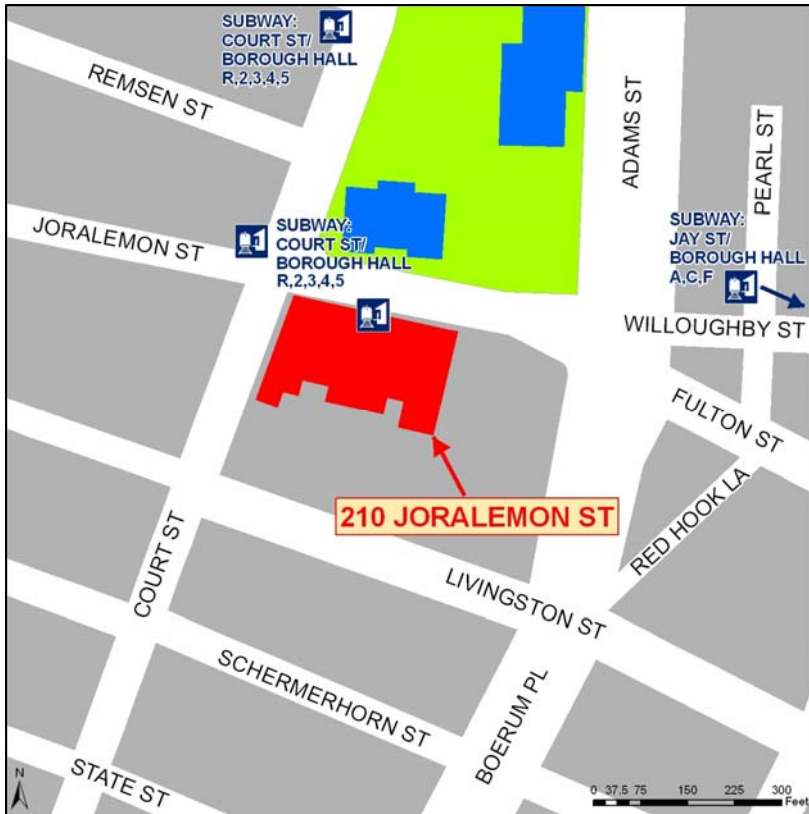


## VISIT OUR COMPUTERIZED TESTING CENTERS!

DCAS offers selected civil service exams via computer at two locations.

- Take your test on a computer and receive an instant preliminary score!
- Our centers are open six days a week, including Saturdays.
- Tests are offered daily on a walk-in basis.
- Take your test when it's convenient for you – morning, afternoon or evening.
- Our locations are easy to reach by bus or subway.
- To see the latest offerings, visit [www.nyc.gov/dcas](http://www.nyc.gov/dcas).

## TWO CONVENIENT TESTING LOCATIONS



### Brooklyn Application and Computerized Testing Center

210 Joralemon St., 4th floor  
Brooklyn, NY 11201

#### By Subway:

2, 3, 4, 5 to Borough Hall  
R to Court Street  
A, C, F to Jay St.- Borough Hall

#### By Bus:

B25, B26, B37, B38, B41, B45, B52, B54, B61, B62, B63, B65, B75, and B103.

### Manhattan Application and Computerized Testing Center

2 Lafayette St, 17th floor  
New York, NY 10007

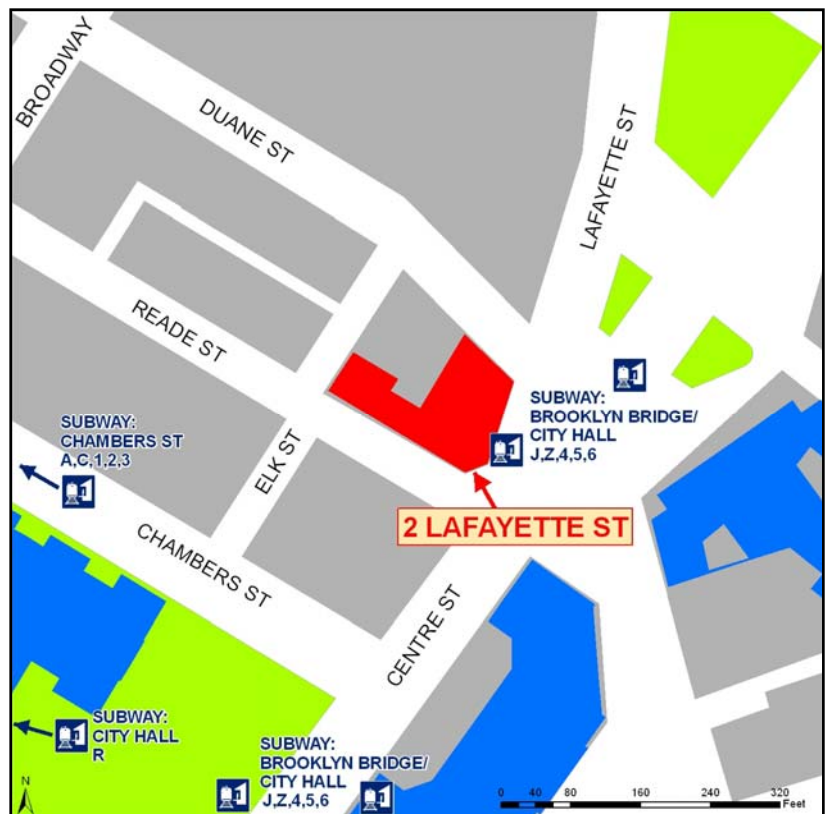
The entrance to the building is on Lafayette St., next door to the Municipal Credit Union.

#### By subway:

4, 5, 6 to Brooklyn Bridge  
J, Z to Chambers Street  
R to City Hall  
A, C to Chambers Street  
1, 2, 3 to Chambers Street

#### By bus:

M1, M6, M15, M20, M22, M103, and B51



## OTHER RESOURCES FOR GOVERNMENT JOB OPPORTUNITIES

Many other government agencies post exam announcements and job information online.

### NEW YORK CITY AGENCIES

NYC Department of Education	Visit <a href="http://nyc.gov/jobs">nyc.gov/jobs</a> for job opportunities.
NYC Health and Hospitals Corporation	
Other New York City agencies	
NYC School Construction Authority	Visit <a href="http://www.nycsca.org">www.nycsca.org</a> for exam announcements.
City University of New York (CUNY)	Visit <a href="http://www.cuny.edu">www.cuny.edu</a> for exam announcements.

### NEW YORK STATE AGENCIES

Visit the following sites for exam announcements:

<ul style="list-style-type: none"> <li>• Metropolitan Transportation Authority (MTA)</li> <li>• NYC Transit</li> </ul>	<a href="http://www.mta.info">www.mta.info</a>
New York State Department of Civil Service	<a href="http://www.cs.state.ny.us">www.cs.state.ny.us</a>
New York State Unified Court System	<a href="http://www.courts.state.ny.us">www.courts.state.ny.us</a>

### FEDERAL AGENCIES

Visit these sites for employment information:

Jobs at Federal agencies	<a href="http://www.usajobs.gov">www.usajobs.gov</a>
United States Postal Service	<a href="http://www.usps.com">www.usps.com</a>

# OPEN COMPETITIVE EXAM SCHEDULE

(Open to all qualified individuals)

## July 2010 – June 2011

*(This schedule is subject to change)*

**Note:** Your eligibility for an Open Competitive Examination may depend on your ability to meet certain qualifications. For guidance, see the summary of Education and Experience requirements for each title elsewhere in this booklet. For full details, consult the official Notice of Examination (NOE) during the application period.

**Applicants may be summoned for the test prior to a review of their qualifications.**

Exam Title	Application Period (Start – End)	
ADMINISTRATIVE ACCOUNTANT	02/02/11	02/22/11
ADMINISTRATIVE EDUCATION OFFICER	02/02/11	02/22/11
ADMINISTRATIVE ENGINEER	12/01/10	12/21/10
ASSISTANT CHEMICAL ENGINEER	05/04/11	05/24/11
ASSISTANT CIVIL ENGINEER	05/04/11	05/24/11
ASSISTANT ELECTRICAL ENGINEER	05/04/11	05/24/11
ASSISTANT ENVIRONMENTAL ENGINEER	05/04/11	05/24/11
ASSISTANT MECHANICAL ENGINEER	05/04/11	05/24/11
ASSOCIATE CONTRACT SPECIALIST	10/06/10	10/26/10
ASSOCIATE PARK SERVICE WORKER	See website for updates	
ASSOCIATE RETIREMENT BENEFITS EXAMINER	12/01/10	12/21/10
AUTO MECHANIC	02/02/11	02/22/11
AUTO MECHANIC (DIESEL)	02/02/11	02/22/11
BRIDGE PAINTER	01/17/11	02/16/11
CALL CENTER REPRESENTATIVE	09/01/10	09/21/10
CHILD AND FAMILY SPECIALIST	05/04/11	05/24/11
CITY PLANNER	10/06/10	10/26/10
CORRECTION OFFICER	See website for updates	
EMERGENCY MEDICAL SPECIALIST – EMT	See website for updates	
EMERGENCY MEDICAL SPECIALIST - PARAMEDIC	01/05/11	01/25/11
ENVIRONMENTAL POLICE OFFICER	See website for updates	
FIRE ALARM DISPATCHER	09/01/10	09/21/10
FIRE PROTECTION INSPECTOR	08/04/10	08/24/10
HEALTH SERVICES MANAGER	02/02/11	02/22/11
HOUSING ASSISTANT	11/03/10	11/23/10
INSPECTOR (CONSTRUCTION)	10/06/10	10/26/10
MARINE OILER (FERRY OPERATIONS)	02/02/11	02/22/11
MEDIA SERVICES TECHNICIAN (CUNY)	07/07/10	07/27/10
MOTOR VEHICLE OPERATOR	09/01/10	09/21/10
POLICE ADMINISTRATIVE AIDE	10/06/10	10/26/10
POLICE COMMUNICATIONS TECHNICIAN	09/01/10	09/21/10
POLICE OFFICER	See website for updates	
PROGRAM EVALUATOR (ACS)	03/02/11	03/22/11
PUBLIC HEALTH ADVISER	03/02/11	03/22/11

Exam Title	Application Period (Start – End)	
PUBLIC HEALTH ADVISER (SCHOOL HEALTH)	03/02/11	03/22/11
PUBLIC HEALTH NURSE	04/06/11	04/26/11
PUBLIC HEALTH NURSE (SCHOOL HEALTH)	04/06/11	04/26/11
PUBLIC HEALTH SANITARIAN	10/06/10	10/26/10
PUBLIC RECORDS AIDE	03/02/11	03/22/11
QUALITY ASSURANCE SPECIALIST	05/04/11	05/24/11
REPORTER/STENOGRAPHER (DA)	10/06/10	10/26/10
RESEARCH ASSISTANT	10/06/10	10/26/10
SCHOOL FOOD SERVICE MANAGER	09/01/10	09/21/10
SCHOOL SAFETY AGENT	See website for updates	
SPACE ANALYST	10/06/10	10/26/10
STATIONARY ENGINEER (ELECTRIC)	10/06/10	10/26/10
TRAFFIC DEVICE MAINTAINER	11/03/10	11/23/10
TRAFFIC ENFORCEMENT AGENT	See website for updates	
WORKERS' COMPENSATION BENEFITS EXAMINER	03/02/11	03/22/11

# PROMOTION EXAM SCHEDULE

(for City employees only)  
**July 2010 – June 2011**

**Note: Promotional Examinations are only available to current City employees in eligible titles, subject to certain restrictions. Details are available during the application period.**

Exam Title	Application Period (Start – End)	
ADMINISTRATIVE ACCOUNTANT	02/02/11	02/22/11
ADMINISTRATIVE EDUCATION OFFICER	02/02/11	02/22/11
ADMINISTRATIVE ENGINEER	12/01/10	12/21/10
ASSOCIATE CALL CENTER REPRESENTATIVE	09/01/10	09/21/10
ASSOCIATE CONTRACT SPECIALIST	10/06/10	10/26/10
ASSOCIATE FIRE PROTECTION INSPECTOR	01/05/11	01/25/11
ASSOCIATE INVESTIGATOR	11/03/10	11/23/10
ASSOCIATE LABORATORY MICROBIOLOGIST	04/06/11	04/26/11
ASSOCIATE PARK SERVICE WORKER	See website for updates	
ASSOCIATE RETIREMENT BENEFITS EXAMINER	12/01/10	12/21/10
ASSOCIATE TAXI AND LIMOUSINE INSPECTOR	09/01/10	09/21/10
ASSOCIATE URBAN PARK RANGER	12/01/10	12/21/10
AUTO MECHANIC	02/02/11	02/22/11
AUTO MECHANIC (DIESEL)	02/02/11	02/22/11
CITY PLANNER	10/06/10	10/26/10
EMERGENCY MEDICAL SPECIALIST - PARAMEDIC	01/05/11	01/25/11
HOUSING MANAGER	02/02/11	02/22/11
MARINE ENGINEER (UNIFORMED - FIRE)	07/01/10	TBD
MOTOR VEHICLE SUPERVISOR	02/02/11	02/22/11
PILOT (UNIFORMED)	02/02/11	02/22/11
POLICE OFFICER	See website for updates	
PRINCIPAL POLICE COMMUNICATIONS TECHNICIAN	02/02/11	02/22/11
SENIOR POLICE ADMINISTRATIVE AIDE	08/04/10	08/24/10
STATIONARY ENGINEER (ELECTRIC)	10/06/10	10/26/10
SUPERVISOR (SANITATION)	03/02/11	03/22/11
SUPERVISOR II (SOCIAL SERVICES)	02/02/11	02/22/11
SUPERVISOR II (SOCIAL WORK)	02/02/11	02/22/11
SUPERVISOR III (SOCIAL SERVICES)	02/02/11	02/22/11
SUPERVISOR III (SOCIAL WORK)	02/02/11	02/22/11

**Exams for Jobs: July 2010 – June 2011**  
**Summary of Job Responsibilities & Education and Experience Requirements**  
**(Open Competitive Exams Only)**

Page 10 of 15

Exam Title	Minimum Salary*	Job Responsibilities**	Education and Experience Requirements***
<b>ADMINISTRATIVE ACCOUNTANT</b>	See the official Notice of Examination (NOE) during the application period.	Directs the activities of an accounting unit.	A professional license as a New York State Certified Public Accountant and at least 18 months of work experience as an accounting executive or manager; or a combination of qualifying college study and work experience.
<b>ADMINISTRATIVE EDUCATION OFFICER</b>	See the official Notice of Examination (NOE) during the application period.		
<b>ADMINISTRATIVE ENGINEER</b>	See the official Notice of Examination (NOE) during the application period.		
<b>Assistant Engineer Titles (Chemical, Civil, Electrical, Environmental, Mechanical)</b>	See the official Notice of Examination (NOE) during the application period.	Performs engineering work.	A bachelor's degree in the appropriate engineering field, plus a year of related work experience or a master's degree in the field.
<b>ASSOCIATE CONTRACT SPECIALIST</b>	See the official Notice of Examination (NOE) during the application period.	Develops and manages contracts for social services programs.	A bachelor's degree and 2 years of related work experience, or an equivalent combination of study and/or work experience.
<b>ASSOCIATE PARK SERVICE WORKER</b>	\$38,305	Supervises and/or performs park maintenance or operations.	Qualifying work experience in gardening, grounds maintenance, or construction.
<b>ASSOCIATE RETIREMENT BENEFITS EXAMINER</b>	\$39,979	Analyzes retirement benefits data, performs retirement counseling, and may supervise other workers.	An associate's degree with 9 credits in math, accounting or a related field; or a combination of qualifying college study and/or work experience.
<b>AUTO MECHANIC</b>	\$31.37 per hour	Repairs and maintains vehicles.	Five years of experience acquired within the last fifteen years as an auto mechanic; or a combination of qualifying study or apprenticeship and work experience.

\* Salary information is provided as a guide only and is subject to change. \*\* For a detailed description see the official Notice of Examination (NOE) during the exam's filing period. \*\*\* For the complete requirements see the official Notice of Examination (NOE) during the exam's filing period. Requirements are subject to change.

For updates, call 3-1-1 or 212-NEW-YORK | Visit [www.nyc.gov/dcas](http://www.nyc.gov/dcas)  
Visit a DCAS Application Center, 9 a.m. to 5 p.m., Mon-Sat | 2 Lafayette St., Manhattan, 17<sup>th</sup> Floor | 210 Joralemon St., Brooklyn, 4<sup>th</sup> Floor

**Exams for Jobs: July 2010 – June 2011**  
**Summary of Job Responsibilities & Education and Experience Requirements**  
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Page 11 of 15

Exam Title	Minimum Salary*	Job Responsibilities**	Education and Experience Requirements***
<b>AUTO MECHANIC (Diesel)</b>	\$31.37 per hour	Repairs and maintains diesel engines.	Five years of experience acquired within the last fifteen years as an diesel mechanic; or a combination of qualifying study or apprenticeship and work experience.
<b>BRIDGE PAINTER</b>	\$44 per hour	Paints iron and steel parts of bridges and similar structures.	See the official Notice of Examination (NOE) during the application period.
<b>CALL CENTER REPRESENTATIVE</b>	See the official Notice of Examination (NOE) during the application period.	Responds to phone inquiries from the public.	A bachelor's degree or an equivalent combination of study and related work experience.
<b>CHILD AND FAMILY SPECIALIST</b>	See the official Notice of Examination (NOE) during the application period.		
<b>CITY PLANNER</b>	See the official Notice of Examination (NOE) during the application period.	Performs research and analysis in the field of city planning.	A bachelor's degree and 2 years of related work experience; qualifying graduate study can substitute for work experience.
<b>CORRECTION OFFICER</b>	\$37,579	Maintains security within correctional facilities and supervises the care of inmates.	By the date of appointment you must have: (1) 39 college credits; or (2) a high school diploma or its equivalent and two years of honorable full-time U.S. military service; or (3) A high school diploma and two years of work experience as a Police Officer or Peace Officer under NYS Criminal Procedure Law, or equivalent positions in other states.
<b>EMERGENCY MEDICAL SPECIALIST - EMT</b>	\$31,931	Provides pre-hospital emergency medical care /Basic Life Support (BLS).	A 4-year high school diploma or its educational equivalent and a valid NYS Department of Health EMT - Basic certification or a valid NYS Department of Health EMT - Paramedic certification.
<b>EMERGENCY MEDICAL SPECIALIST - PARAMEDIC</b>	\$47,274	Provides pre-hospital emergency medical care / Basic Life Support (BLS) and Advanced Life Support (ALS).	A 4-year high school diploma or its educational equivalent and a valid NYS Department of Health EMT - Paramedic certificate and a valid NYC REMAC (Regional Emergency Medical Advisory Committee) certificate.
<b>ENVIRONMENTAL POLICE OFFICER</b>	\$25,631	Protects the City's upstate watershed.	A high school diploma or its educational equivalent, plus one of the following: 30 college credits; or two years of honorable full-time U.S. military service; or one year of law enforcement experience.

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Page 12 of 15

Exam Title	Minimum Salary*	Job Responsibilities**	Education and Experience Requirements***
<b>FIRE ALARM DISPATCHER</b>	\$34,783	Receives and transmits alarms of fire and other emergencies.	Two years of paid experience as an airport or railroad traffic controller, a fire alarm dispatcher, or a firefighter; or equivalent paid or unpaid experience fielding multiple, simultaneous calls and radio dispatches.
<b>FIRE PROTECTION INSPECTOR</b>	\$39,401	Conducts inspections to reduce or eliminate fire hazards.	Three years of qualifying experience installing, operating or inspecting fire suppression, extinguishing, refrigeration, air conditioning, or fuel oil heating systems, or equivalent experience enforcing safety standards for fire hazardous materials or serving as a Fire Safety Director; or an equivalent combination of education and/or experience or apprenticeship.
<b>HEALTH SERVICES MANAGER</b>	See the official Notice of Examination (NOE) during the application period.	Administers public health programs.	A bachelor's degree and five years of related experience, including managerial experience; qualifying graduate study can substitute for non-managerial experience.
<b>HOUSING ASSISTANT</b>	\$37,252	Administers public housing programs.	A bachelor's degree, or an equivalent combination of college study and/or work experience in housing management.
<b>INSPECTOR (CONSTRUCTION)</b>	\$45,162	Inspects and enforces construction, repair or alteration work to insure compliance with building codes, standards and specifications.	Five years of related work experience (such as a carpenter, mason, ironworker, plasterer, architect, engineer, building construction superintendent or inspector of building construction), or an equivalent combination of study and/or work experience or a related professional license.
<b>MARINE OILER (Ferry Operations)</b>	\$44,978	Assists in the mechanical operation of a ferry.	Two years of related experience, acquired in the last 15 years; or an equivalent combination of qualifying study or training and work experience.
<b>MEDIA SERVICES TECHNICIAN (CUNY)</b>	See the official Notice of Examination (NOE) during the application period.		
<b>MOTOR VEHICLE OPERATOR</b>	\$33,695	Operates motor vehicles.	A driver's license valid in the State of New York and a good driving record. There are no formal education or experience requirements.

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**Exams for Jobs: July 2010 – June 2011**  
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Page 13 of 15

Exam Title	Minimum Salary*	Job Responsibilities**	Education and Experience Requirements***
<b>POLICE ADMINISTRATIVE AIDE</b>	\$30,683	Performs clerical work in a police station or office.	A high school diploma or its equivalent and one of the following: 1 year of clerical experience; 30 college credits; or 2 years of military service.
<b>POLICE COMMUNICATIONS TECHNICIAN</b>	\$32,710	Answers emergency calls and dispatches police resources.	A high school diploma or its equivalent, plus: (1) one year of experience performing clerical work or dealing with the public; or (2) 30 college credits; or (3) two years of active U.S. military service with an honorable discharge; or (4) a combination of related education and/or experience.
<b>POLICE OFFICER</b>	\$41,975	Performs general police duties and related work in the NYC Police Department.	By the date of appointment, you must have either: 1) Successfully completed 60 semester credits at an accredited college or university, with at least a 2.0 cumulative index or its equivalent, or 2) A 4-year high school diploma or its educational equivalent approved by a state's Department of Education or recognized accrediting organization and have completed 2 years of honorable full-time U.S. military service.
<b>PROGRAM EVALUATOR (ACS)</b>	\$56,021	Evaluates the work of contracted service providers engaged in providing protective services to children and families.	A Master's degree and 2 years of related work experience; or an equivalent combination of course study and work experience.
<b>PUBLIC HEALTH ADVISER</b>	\$27,410	Provides case management and other support for a public health program.	A bachelor's degree, including 12 credits in health education, health, social or biological sciences, or an equivalent combination of education and work experience.
<b>PUBLIC HEALTH ADVISER (SCHOOL HEALTH)</b>	\$15 per hour	Supports medical or professional staff in schools by providing health related assessment and prevention work.	
<b>PUBLIC HEALTH NURSE</b>	See the official Notice of Examination (NOE) during the application period.	Performs nursing duties in public health programs.	A professional license and registration as a Registered Professional Nurse in New York State.

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**Exams for Jobs: July 2010 – June 2011**  
**Summary of Job Responsibilities & Education and Experience Requirements**  
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Page 14 of 15

Exam Title	Minimum Salary*	Job Responsibilities**	Education and Experience Requirements***
<b>PUBLIC HEALTH NURSE (SCHOOL HEALTH)</b>	See the official Notice of Examination (NOE) during the application period.	Performs nursing duties in a school health program.	A professional license and registration as a Registered Professional Nurse in New York State.
<b>PUBLIC HEALTH SANITARIAN</b>	\$38,436	Performs inspections to check for public health hazards.	A bachelor's degree with at least 30 credits in the biological and/or physical sciences and 5 years experience as a public health technician assisting in implementing public health prevention and control programs.
<b>PUBLIC RECORDS AIDE</b>	\$28,855	Performs document storage or disposal work in an archive, library, or records management unit.	A high school diploma or its equivalent and one year of related work experience; college study may substitute for work experience.
<b>QUALITY ASSURANCE SPECIALIST</b>	\$38,058	Checks goods and services to ensure that delivered products meet contract specifications.	A high school diploma or its equivalent and four years of experience in purchasing or inspecting supplies. College study may substitute for up to three years of the required experience.
<b>REPORTER / STENOGRAPHER (DA)</b>	\$34,303	Takes and transcribes verbatim statements on a stenotype machine for a District Attorney's Office.	A high school diploma or its equivalent and the ability to take two-voice dictation, using a stenotype machine, at the rate of 175 words per minutes and then transcribe.
<b>RESEARCH ASSISTANT</b>	\$38,303	Conducts research activities, special studies and writing assignments.	A bachelor's degree and 6 months of research experience; or a combination of qualifying college study and/or work experience.
<b>SCHOOL FOOD SERVICE MANAGER</b>	See the official Notice of Examination (NOE) during the application period.	Manages three or more school cafeterias.	A bachelor's degree majoring in culinary arts, hotel or restaurant institutional management, or a related field; or an associate's degree in a related field and 2 years of qualifying experience.
<b>SCHOOL SAFETY AGENT</b>	\$31,259	Maintains order in schools.	A high school diploma or its equivalent.
<b>SPACE ANALYST</b>	See the official Notice of Examination (NOE) during the application period.	Evaluates the space needs of City agencies, designs space layouts and analyzes space allocations.	A bachelor's degree and one year of related work experience or an equivalent combination of study and/or work experience.

\* Salary information is provided as a guide only and is subject to change. \*\* For a detailed description see the official Notice of Examination (NOE) during the exam's filing period. \*\*\* For the complete requirements see the official Notice of Examination (NOE) during the exam's filing period. Requirements are subject to change.

For updates, call 3-1-1 or 212-NEW-YORK | Visit [www.nyc.gov/dcas](http://www.nyc.gov/dcas)  
Visit a DCAS Application Center, 9 a.m. to 5 p.m., Mon-Sat | 2 Lafayette St., Manhattan, 17<sup>th</sup> Floor | 210 Joralemon St., Brooklyn, 4<sup>th</sup> Floor

**Exams for Jobs: July 2010 – June 2011**  
**Summary of Job Responsibilities & Education and Experience Requirements**  
**(Open Competitive Exams Only)**

Page 15 of 15

Exam Title	Minimum Salary*	Job Responsibilities**	Education and Experience Requirements***
<b>STATIONARY ENGINEER (ELECTRIC)</b>	\$45.49 per hour	Operates, inspects, or repairs electrically powered plant equipment.	Five years of related work experience in the operation of plants or facilities using high tension electrical equipment, including maintenance and repair in electrical generating stations, electrical switching stations, water treatment plants, wastewater treatment plants, water pumping stations or high volume ventilation systems; or an equivalent in related engineering or technology education and/or work experience.
<b>TRAFFIC DEVICE MAINTAINER</b>	\$41,003	Installs and maintains vehicular traffic control devices.	Two years of work experience using hand tools to assemble, repair, maintain, and/or install mechanical and/or electrical devices; or an equivalent combination of education, work experience; or vocational training or apprenticeship.
<b>TRAFFIC ENFORCEMENT AGENT</b>	\$29,217	Enforces traffic and parking laws.	A high school diploma or its equivalent.
<b>WORKERS' COMPENSATION BENEFITS EXAMINER</b>	\$34,898	Investigates and processes claims for workers' compensation.	A bachelor's degree including 6 credits in math, statistics, accounting and/or actuarial science; or an equivalent in college study and/or experience implementing the provisions of a retirement or workers' compensation or medical benefit plan involving the use of math, statistics, actuarial or accounting computations.

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