



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

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**

INSPECTOR (CONSUMER AFFAIRS)

**Exam. No. 0123
AMENDED NOTICE - June 23, 2010**

**WHEN TO APPLY: From: June 2, 2010
To: July 27, 2010**

**APPLICATION FEE: \$40.00
Payable by mail by money order to DCAS (EXAMS)
or payable online by credit card, bank card, or debit
card.**

The Notice of Examination has been amended to extend filing to July 27, 2010.

Candidates who filed previously need not file again.

WHAT THE JOB INVOLVES: Inspectors (Consumer Affairs), under supervision, conduct or participate in conducting inspections, investigations, surveys, and analyses in relation to the licensing of businesses and occupations and to the sale and offering for sale of all commodities and services at every level of distribution and trade. Inspectors (Consumer Affairs) investigate trade practices to detect and eliminate consumer deceptions; conduct undercover surveillance and/or area surveys to uncover non-licensed premises or detect consumer deceptions or practices which violate consumer regulations and/or City or State laws; check containers for correct quality and weight; test, seal, condemn, or confiscate weighing and measuring devices, as required; conduct chemical and quantitative tests in the field to uncover instances of adulteration in products; issue civil violations and attend administrative hearings; communicate professionally with business owners in potentially confrontational situations; operates a motor vehicle in performance of assigned duties. All Inspectors (Consumer Affairs) perform related work.

Some of the physical activities performed by Inspectors (Consumer Affairs) may include: standing for up to seven hours per day, climbing stairs, and walking up to five miles per day. Inspectors (Consumer Affairs) may lift and/or carry equipment or items weighing up to fifty pounds and, with assistance, up to one hundred pounds for a distance of up to one hundred feet.

(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 new hire minimum salary is \$35,841 per annum. This rate is subject to change. There are **two** assignment levels within this class of positions. Appointments will generally 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, there are two ways to apply for this examination:

1. **Online at the DCAS Website:** If you wish to apply online, go to the DCAS Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** 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 Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Special Circumstances Form: This form is included in the application package and located online at the above DCAS website. This form gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your "Application for Examination."

HOW TO QUALIFY:

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

1. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization, and two years of full-time satisfactory experience conducting inspections or investigations for a commercial, industrial, governmental or law enforcement employer; or
2. A baccalaureate degree from an accredited college or university; or
3. A satisfactory combination of education and/or experience equivalent to "1" above. College education may be substituted for the required experience on the basis of 60 semester credits, from an accredited college or university, for each year of required experience. However, all candidates must have a four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization.

The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

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(s) will not be rated.

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.

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

Residency Requirement Advisory: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

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:** Fill out **Sections A.1** (if applicable), **A.2, A.4, B, and C**. 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. **If you are applying by mail**, 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. **If you are applying online**, follow the online instructions.
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: 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 up to a maximum of 100 points on the following basis:

Additional Credit:

For full-time, satisfactory experience in a government agency conducting inspections or investigations relating to compliance with consumer affairs regulations or law enforcement, you will receive:

- A) 10 points for at least one year but less than two years of experience; or
- B) 20 points for two years but less than four years of experience; or
- C) 30 points for four or more years of experience.

For full-time, satisfactory experience in a non-government agency conducting inspections or investigations relating to compliance with consumer affairs regulations or law enforcement, you will receive:

- A) 5 points for at least one year but less than two years of experience; or
- B) 10 points for two years but less than four years of experience; or
- C) 15 points for four or more 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:

Application Receipt: If you applied online, you will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at OASys@dcas.nyc.gov. Include your social security number and the examination number and title in your email. If you applied by mail, 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.

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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 33995; Consumer Affairs Inspection Occupational Group.

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