



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

DONALD P. BROSEN
Acting Commissioner

**NOTICE
OF
EXAMINATION**

**ASSOCIATE INVESTIGATOR
Exam No. 1047**

WHEN TO APPLY: From: November 3, 2010
To: November 23, 2010

APPLICATION FEE: \$45.00
Payable by mail by money order to DCAS
(EXAMS), or payable online by credit card,
bank card, or debit card.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, March 12, 2011.**

WHAT THE JOB INVOLVES: At Assignment Level I, Associate Investigators, under general supervision, with latitude for independent initiative and judgement, perform professional work of more than ordinary difficulty in the field of investigation; assist in the supervision of subordinate staff; review case records and reports and, based thereon, make recommendations as to action to be taken; may be regularly assigned to investigations which are of more than ordinary difficulty by reason of greater complexity or hazard; may conduct emergency and special investigations; testify at hearings and in court proceedings; prepare written and statistical reports; utilize computer systems to assist in the processing of investigations; may supervise a small unit in the conduct of routine investigations; advise subordinates on difficult matters and interpret rules, regulations and codes for them; in the temporary absence of their supervisors, may assume the duties of that position; may operate motor vehicles; and perform related work.

(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 \$43,068 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, you must submit an application using one of the following options:

1. **Online at the DCAS Website:** Go to the 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 forms that you must fill out. Return all completed forms 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.

You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting the application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

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 requesting an alternate test date because of religious observance or a special test accommodation for disability, 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 five years of satisfactory, full-time experience as an investigator evaluating credit worthiness, searching for assets, verifying information concerning education, experience, and other personal qualifications bearing upon character and fitness for employment, or performing investigations involving the research, compilation and/or location of evidence or information in order to build a case or uncover activities of a criminal,

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corrupt, unlawful or unethical nature; or

2. a baccalaureate degree from an accredited college or university, 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) and two years of satisfactory, full-time experience as described in "1" above; or
3. a satisfactory combination of education and/or experience equivalent to "1" or "2" above. However, all candidates must have at least a four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and must have two years of the experience described in "1" above. Undergraduate college credits can be substituted for the additional required experience on the basis of 10 semester credits, from an accredited college, for three months of additional required experience.

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 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:** Fill out **Sections A.1 (if applicable), A.2, A.4, and B.** 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. Be sure to write your examination number and social security number on each of the remaining pages of this form. **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: 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 is designed to assess the extent to which candidates have certain abilities and technical knowledge determined to be important to the performance of the tasks of an Associate Investigator. Task categories which may be tested are as follows: Conducting Investigations and Research; Investigative Paperwork; and Supervision of Subordinate Staff and Interacting with other Staff and the Public.

The test will include questions which may require the use of any of the following abilities:

1. **Written Communication:** Clear expression of ideas in writing and use of good grammatical form.
2. **Planning and Organizing:** Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignment of personnel and appropriate allocation of resources.
3. **Sensitivity:** Actions that indicate a consideration for the feelings and needs of others.
4. **Analysis:** Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems.
5. **Judgment:** Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information.
6. **Decisiveness:** Readiness to make decisions, render judgments, take action, or commit oneself.
7. **Work Standards:** Setting high goals or standards of performance for self, subordinates, others, and organization. Dissatisfied with average performance.
8. **Behavioral Flexibility:** Modifying one's approach to most effectively meet the needs of the situation.
9. **Technical Translation:** Demonstrating knowledge of the meaning of technical/professional terminology used on the job.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

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 an 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 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 appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification for Driver License and Special Patrolman (For the Department of Correction Only): If you have a motor vehicle Driver License that is valid in the State of New York and are eligible for Special Patrolman status, you may be given preferred consideration for positions requiring these qualifications through a process called Selective Certification. In order to be designated as a Special Patrolman, you must be twenty one years old, be a citizen of the United States, be a resident of New York City, be of good character, have no felony convictions and successfully pass a background investigation by the New York City Police Department. The motor vehicle Driver License and the Special Patrolman status eligibility must be maintained for the duration of your employment.

These requirements may be met at any time during the duration of the list. 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. If you meet the Selective Certification requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - USEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

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 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. 31121; Investigation Occupational Group

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