



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

<b>REQUIRED FORMS</b>
APPLICATION FORM
EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION EVALUATION GUIDE (IF APPLICABLE)

MICHAEL R. BLOOMBERG  
Mayor

EDNA WELLS HANDY  
Commissioner

# NOTICE OF EXAMINATION

## AUTO BODY WORKER

### Exam No. 3010

**WHEN TO APPLY: From: March 6, 2013**      **APPLICATION FEE: \$61.00**  
**To: March 26, 2013**      **If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.**

**WHAT THE JOB INVOLVES:** Auto Body Workers, under supervision, perform required body repair or vehicle modification involving the refurbishing, replacement, disassembling or welding of sectional metal parts of vehicles such as trucks, autos, buses and other motor vehicles. They appraise body damage of motor vehicles prior to repair; salvage motor vehicle body parts; disassemble, repair, or replace bent or warped motor vehicle parts as required; clean, grind and sand parts, mix proper ratios for fiberglass repair compounds, dry and bake repaired areas, employ cleaning and grinding techniques on repaired areas to remove any solidified compounds and apply paint to repaired area using special lamps; stretch, shrink, straighten sectional sheet metal and chassis parts in order that they can be welded or replaced on the chassis or frame; remove, repair and replace sheet metal and chassis parts as required and do all necessary related work; prepare and refinish replaced or straightened parts by sanding, hammering, smoothing and applying protective coating over metal surfaces; remove and replace broken glass, door locks, etc. and all necessary related parts damaged as a result of accidents or necessitated by vehicle modification; may transmit orders to other journeyperson as directed; may supervise other personnel as directed; train assigned Automotive Service Workers or other related personnel in the performance of various maintenance and/or repair tasks; may prepare reports and orders, maintain records and inventories of supplies and materials; operate motor vehicles or equipment in the performance of assigned duties. All Auto Body Workers perform related work.

Some of the physical activities performed by Auto Body Workers and environmental conditions experienced are: working in a non-temperature controlled environment; climbing ladders; moving heavy automotive parts; carrying heavy tool boxes; crawling and working in narrow spaces; standing upright for extended periods of time while using tools and equipment; communicating orally in a noisy working environment; walking over wet and slippery concrete surfaces; wearing appropriate protective gear when required; working in confined areas that are dusty, noisy, containing traces of vehicle exhaust gases, strong odors from grease, lubricants, solvents, paint and in the vicinity of hazardous, flammable materials, and solvents; lifting metal objects weighing up to 60 pounds; and working outdoors in all kinds of weather.

(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 \$42,564 per annum. This rate is subject to change.

**HOW TO APPLY:** If you believe you meet the requirements in the "How to Qualify" section, you may submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, prepaid debit card which you may purchase online or at various retail outlets, or money order payable to DCAS (Exams). If you pay online by credit card, bank card, or debit card, you will receive a \$5.00 discount. You may come to the DCAS Computerized Testing Centers to file for this examination online, submit a money order, or obtain a paper application for this examination.

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

**Manhattan**  
2 Lafayette Street  
17<sup>th</sup> Floor  
New York, NY 10007

**Brooklyn**  
210 Joralemon Street  
4<sup>th</sup> Floor  
Brooklyn, NY 11201

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**Special Circumstances Guide:** This guide is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/exam\\_special\\_circumstances.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf). This guide 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 guide that pertain to you when you complete your "Application for Examination."

**HOW TO QUALIFY:** 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.

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

1. Five years of full-time satisfactory experience acquired within the last 15 years as an auto body worker (i.e., a fully trained, knowledgeable, and competent auto body worker) performing body repair work or vehicle modification involving the refurbishing, replacement, disassembling or welding of sectional metal parts of vehicles such as trucks, autos, buses and other motor vehicles **or**
2. At least three years of full-time satisfactory experience as an auto body worker as described in "1" above and acquired within the last 15 years, plus sufficient satisfactory full-time experience as an auto body worker apprentice, or training of a relevant nature acquired in an approved trade or technical school, vocational high school or an accredited college or university to make up the equivalent of the remaining two years of required experience. Six months of acceptable experience will be credited for each year of full-time apprentice experience or approved trade school, technical school, vocational high school, or accredited college or university training.

The trade school, vocational high school or technical school must be approved by a State's Department of education or 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).

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. This is required only if you need credit for your foreign education in this examination.

**You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test Paper and submit it by the end of the filing period.** You will not receive credit for education and experience which you obtain after the end of the filing period, nor will you be permitted to submit new or additional information about your education and experience once the filing period has ended.

**License Requirements:** At the time of appointment, you must possess:

1. A motor vehicle driver license valid in the State of New York. If you have any moving violation, license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of your employment; **and**
2. A Certificate of Fitness Type G-60 for Torch Use of Flammable Gases for Hot Work Operations, issued by the New York City Fire Department. This certificate must be maintained for the duration of your employment.

**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:** **If you are applying online**, follow the online instructions. **If you are applying by mail**, make sure that you follow all instructions included with your application, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Fill out **Sections A.1, A.2 (if applicable), A.3 (if applicable), 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 online**, follow the online instructions. **If you are applying by mail**, write your social security number and the examination title and number on the cover page and on each of the remaining pages of this form.

3. **Foreign Education Evaluation Guide (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 Evaluation Guide 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 additional credit up to a maximum of 100 points on the following basis:

**If you have satisfactory full-time experience as an auto body worker (i.e., a fully trained, knowledgeable, and competent auto body worker) performing body repair work or vehicle modification involving the refurbishing, replacement, disassembling or welding of sectional metal parts of vehicles such as trucks, autos, buses and other motor vehicles for:**

**You will receive:**

At least 1 year but less than 3 years	10 points
At least 3 years but less than 5 years	20 points
5 or more years	30 points

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. **Experience used to meet the minimum requirements cannot be used to gain additional credit.**

**You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test Paper and submit it by the end of the filing period.** You will not receive credit for education and experience which you obtain after the end of the filing period, nor will you be permitted to submit new or additional information about your education and experience once the filing period has ended.

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 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:**

**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](mailto: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.

**PENALTY FOR MISREPRESENTATION:** Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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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 at [nyc.gov/dcass](http://nyc.gov/dcass) and at the DCAS Computerized Testing Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 92501; Miscellaneous Occupational Group.

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