



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
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

MICHAEL R. BLOOMBERG  
Mayor

EDNA WELLS HANDY  
Commissioner

# NOTICE OF EXAMINATION

**CASEWORKER**  
**Exam Nos. 3337 and 3338**  
**AMENDED NOTICE - FEBRUARY 20, 2013**

**WHEN TO APPLY:** On the date of the test.

**APPLICATION FEE: \$47.00**

Payable only at a Computerized Testing Center on the day of the test by credit card, bank card, debit card, or money order payable to DCAS (EXAMS). *If you pay by credit card, bank card or debit card, you will receive a \$5.00 discount.*

**THE TEST SCHEDULE:** Testing for the title of Caseworker is anticipated to be held throughout the year depending on the hiring needs of the agencies. Below is the schedule of testing from July, 2012 - June, 2013:

<u>Exam No.</u>	<u>Filing and Testing Period</u>
3337	July 6, 2012 - October 31, 2012
3338	November 1, 2012 - June 29, 2013

**Monthly Schedule:** A monthly schedule of the days and times of filing and testing will be available beginning on the 1<sup>st</sup> day of each month at [www.nyc.gov/dcass](http://www.nyc.gov/dcass) and at the DCAS Computerized Testing Centers.

**DCAS COMPUTERIZED TESTING CENTERS:** This exam will be administered at the DCAS Computerized Testing Centers:

**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

Seating is limited. Once the Computerized Testing Centers are filled to capacity, no more candidates will be admitted. You are encouraged to take the test earlier in the month since there is generally more seating available at that time.

You may take the Caseworker test at either location, but you may only take each exam number once. If you take a test with the same exam number more than once, only your first test will be rated and your additional filing fee will not be refunded.

**Note:** You are not permitted to enter the test site with calculators, cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. 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 may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of a Computerized Testing Center while you are taking the test.

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.

**Test dates and times are subject to change.**

The Notice of Examination is amended to cancel Exam No. 3339, originally scheduled for filing and testing from March 1, 2013 through June 29, 2013 and to extend the filing and testing period for Exam No. 3338 from February 28, 2013 through June 29, 2013.

**WHAT THE JOB INVOLVES:** Caseworkers, under supervision, with some latitude for independent action and decision-making, provide social services to clients/patients, such as recipients of public assistance, food stamps, and/or medical assistance, adults receiving or needing institutional care or protective services, and homeless adults/families; identify, develop, and implement social service plans for such individuals; may determine the

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eligibility for these services; may perform counseling and investigative activities. All Caseworkers perform related work.

**Special Working Conditions:** Caseworkers 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 \$34,977 per annum. This rate is subject to change.

**HOW TO APPLY:** You will receive an exam application and filing instructions when you arrive at a DCAS Computerized Testing Center. If you pay by credit card, bank card or debit card, you will receive a \$5.00 discount.

The administration of the test is subject to change in the event of an unforeseen occurrence. If you wish to verify the test date and time, you may call the DCAS Interactive Voice Response (IVR) system at (212) 669-1357 two hours before the test session you wish to attend to hear if the test is not being administered at that time. The recorded message will be heard after the "Welcome" greeting. If there is no message regarding testing at the Centers, it means that testing will be administered as scheduled for that day.

**Special Circumstances Form:** 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.

You will be given the test before we verify your qualifications. You are responsible for determining whether or not you will 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.

#### HOW TO QUALIFY:

**Education Requirement:** By **January 31, 2013** for Exam No. 3337, or by **June 30, 2013** for Exam No. 3338, you must have:

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).

**Additional Information:** Section 424-a of the New York State Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-care responsibilities is or has been the subject of an indicated child abuse and maltreatment report on file with the State Central Register for child abuse and maltreatment. State Central Register screening will be conducted prior to considering a candidate for employment as a Caseworker. Candidates who have been the subject of an indicated child abuse and maltreatment report will not be assigned to any position which requires child-care responsibilities. Employees who have been the subject of such a report may be reassigned or terminated from employment from their positions as Caseworker.

**Residency:** City residency is not required for this position.

**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. **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. If you are interested in being considered for selective certification for Adult Protective Services and you meet the qualification requirements for **Selective Certification for Adult Protective Services *only*** by having completed the specified college credits, you must request a "**course-by-course**" evaluation (including a "document-by-document" evaluation) of your foreign education.

**THE TEST:** You will be given a multiple-choice test at a computer terminal. 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 may include questions on reading comprehension; written expression; the ability to tell when something is wrong or likely to go wrong and take the correct steps to reach a solution; applying procedures or general rules to specific problems or cases; synthesizing information, such as using data to fill out a form; using a given set of rules or objectives to arrange information into the best or most appropriate order or sequence; and other related areas.

**THE TEST RESULTS:** If you 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 Foreign Language and/or American Sign Language:** If you can speak a foreign language and/or you know American sign Language, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

**Selective Certification to fill Positions in Adult Protective Services:** If you meet the requirements below, you may be considered for appointment to positions in Adult Protective Services requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

**Requirements:** In addition to meeting the qualification requirements under “How to Qualify” for Caseworker, you must have 24 semester credits in one or a combination of the following fields: gerontology, social work, psychology, sociology, human services, criminal justice, education, nursing, or cultural anthropology, with at least 12 of these credits in one discipline; *or* one year of casework experience with the elderly, and/or the psychiatric or chemically dependent adult population. Semester credits must be obtained 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).

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

**SPECIAL TEST ACCOMMODATIONS:** If you plan to request special testing accommodations due to disability, you must notify the Test Administration Unit by email at [testingaccommodations@dcas.nyc.gov](mailto:testingaccommodations@dcas.nyc.gov) or by fax at (212) 313-3241. Refer to the **Special Circumstances Form** [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) for information on what to include in your request. Your request must be received at least fifteen business days before the date of your test.

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

The City of New York is an Equal Opportunity Employer.  
Title Code No. 52304; Social Service Occupational Group.

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