NOTICE OF EXAMINATION

PROMOTION TO SUPERVISING DEPUTY SHERIFF
Exam. No. 5508
AMENDED NOTICE- September 10, 2014

WHEN TO APPLY: From: August 6, 2014 To: August 26, 2014
APPLICATION FEE: $91.00

The Notice of Examination is amended to:
(1) change the date of the multiple-choice test From November 17, 2014 to November 22, 2014; and
(2) update the “Written Test Description” sub-section in “The Test” section.

YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES: Supervising Deputy Sheriffs, under general direction, with much latitude for independent or unreviewed action or decision, perform work of a difficult and responsible nature and are in responsible charge of and administer the activities of a division of the Office of the City Sheriff, or serve as the principal administrative assistant in a large unit; act for and in the name of the City Sheriff in carrying out duties prescribed by Civil Practice Law and Rules and other laws. They maintain and monitor sign-out sheets; review case cards, daily logs, and monthly reports of activities; monitor real property executions and the steps leading to the sale of real property; review setup of Sheriff's Sale; respond to inquiries and complaints from lawyers, the public, etc.; conduct periodic reviews of Deputy City Sheriffs' files; review priority of processes; review immunity to service and/or arrest; advise Deputies on application of the Civil Practice Law and Rules; comply with guidelines for use of vendors (e.g., locksmiths, movers, guard service, warehouses, technicians, etc.); direct Deputy City Sheriffs in the field; use automated office systems and other computer technology to input and retrieve information, including identifying judgment debtors; may evaluate subordinates' performance; operate a motor vehicle; and perform related work.

THE SALARY: The current minimum salary is $88,571 per annum. This rate is subject to change. There are two assignment levels within this class of positions.

HOW TO APPLY: If you believe you are eligible to take this examination, submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com and Mail.com offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams).
ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the Office of the Sheriff in the Department of Finance who on the date of the multiple-choice test:

1. (is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Deputy City Sheriff; and

2. (is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

If you do not know if you are eligible, check with your agency’s personnel office. You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If it is determined prior to the test date that you are not eligible to participate in this examination, you will not receive an admission notice to take the multiple-choice test, you will not be permitted into the test site, and your application fee will not be refunded.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title who have rehiring rights. You will be given a multiple-choice test at a computer terminal or a paper and pencil test. You will be informed of the format on your Admission Notice. You must achieve a score of at least 70% to pass this test.

Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus ½ point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

The Written Test Description: 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 tasks of a Supervising Deputy Sheriff. Task categories to be tested may include: applying laws, rules, codes, regulations, guides, etc. relevant to the work of Supervising Deputy Sheriffs; assigning work and adjusting work assignments; answering questions, providing information and interacting with community groups, individual members of the public, and other public agencies; exchanging information with superiors, subordinates and other Department personnel; maintaining and securing equipment, supplies and property; monitoring and inspecting subordinates to determine if they are performing their duties in an acceptable manner; directing and assisting Deputy City Sheriffs in the field, and responding to unusual occurrences; and preparing, completing or reviewing written forms, reports and logs.


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

Analytical Thinking: Analyzing information and using logic to address specific work-related issues and problems; involves the identification of problems, not implementation of solutions. A Supervising Deputy Sheriff may use this ability when analyzing and preparing assignments.

Quantitative Analysis & Interpretation: Analyzing, interpreting and understanding the underlying principles and meaning of numerical data; recognizing inconsistencies and errors in reports containing numerical data.
Admission Notice: You should receive an Admission Notice in the mail about 10 days before the date of the test. If you do not receive an Admission Notice at least 4 days before the test date, you must go to the Exam Support Group, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate notice, which you will receive when you enter the test site. If you do not receive an Admission Notice at least 4 days before the test date, you must go to the Exam Support Group, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate notice, which you will receive when you enter the test site. 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 will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or after the test, you may not receive your test results, your test score may be nullified, and your application will not be refunded.

Acceptable forms of identification (bring one) are as follows:

- A list of acceptable identification documents is provided below. If you do not have an acceptable ID, you may be denied testing.

Electronic devises with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

If you do not have an acceptable ID, you may be denied testing. Acceptable forms of identification (bring one) are as follows:


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 the test site 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 will not be refunded.

Written Comprehension: Understanding the information and ideas presented in written sentences and paragraphs in work-related documents. A Supervising Deputy Sheriff may use this ability when reviewing processes.

Written Expression: Appropriately communicating information and ideas in written words and sentences so intended audience will understand. A Supervising Deputy Sheriff may use this ability when completing forms or writing communications.

Coaching & Mentoring: Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills. A Supervising Deputy Sheriff may use this ability when training subordinates.

Teamwork: Developing mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. A Supervising Deputy Sheriff may use this ability when picking up the tasks of a subordinate or colleague away on vacation.

Integrity: Acting in an honest and ethical manner. A Supervising Deputy Sheriff may use this ability when handling confidential and/or sensitive material.

Updating & Using Relevant Knowledge: Keeping up-to-date technically and applying new knowledge to the job. A Supervising Deputy Sheriff may use this ability when staying up-to-date on Civil Practice Laws, Mental Hygiene Laws, etc.

Warning: 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. Calculators with functions other than addition, subtraction, multiplication and division are prohibited. Electronic devises with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

A Supervising Deputy Sheriff may use this ability when determining which of their subordinates to assign to a specific task.

You should receive an Admission Notice in the mail about 10 days before the date of the test. If you do not receive an Admission Notice at least 4 days before the test date, you must go to the Exam Support Group, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate notice, which you will receive unless there was a determination that you are not eligible to participate in the examination.

THE TEST RESULTS: If you pass the multiple-choice test and are marked eligible, 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 promotion when your name is reached on the eligible list.
SPECIAL ARRANGEMENTS:

Late Filing: Consult your agency’s personnel office to determine the procedure for filing a late application if you meet one or more of the following conditions:

(1) You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
(2) You become eligible after the above application period but on or before the date of the multiple-choice test.

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date(s) for any of the following reasons:

(1) compulsory attendance before a public body;
(2) on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
(3) absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
(4) absence due to ordered military duty;
(5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
(6) a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking this test.

To request a make-up test, contact the Exam Support Group in person or by mail at 1 Centre Street, 14th Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your exam.

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