



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 INFORMATION</b>
APPLICATION

BILL DE BLASIO  
 Mayor

LISETTE CAMILO  
 Commissioner

# NOTICE OF EXAMINATION

**DEPUTY CITY SHERIFF**

**Exam No. 7006**

**AMENDED NOTICE - December 21, 2016**

<p><b>WHEN TO APPLY:</b> From: September 7, 2016</p> <p style="padding-left: 100px;">To: September 27, 2016</p> <p><b>THE TEST DATE:</b> Multiple-choice testing is expected to begin on Monday, February 6, 2017.</p>	<p><b>APPLICATION FEE: \$47.00</b></p> <p><b>If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.</b></p>
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**The Notice of Examination is amended to change the multiple-choice test date from a single, one day administration which was expected to be held on Saturday, January 7, 2017, to a multiple day administration which is expected to begin on Monday, February 6, 2017.**

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

**WHAT THE JOB INVOLVES:** At Assignment Level I: Deputy City Sheriffs, under supervision, with some latitude for independent or unreviewed action or decision, perform work of varying degrees of difficulty and responsibility as law enforcement officers, acting for and in the name of the New York City Department of Finance - Office of the Sheriff ("City Sheriff") in carrying out duties as prescribed by the NYS Civil Practice Law and Rules, the NYS Penal Law, the Family Court Act, and other laws of the State of New York. They execute and enforce mandates and orders resulting from litigation, issued from local or State Courts of competent jurisdiction, or occasionally from courts of other states, the federal government or foreign countries; execute process involving the seizure of money or property pursuant to writs, warrants, garnishments and other valid court orders; remove persons from real property pursuant to court orders; issue summonses and complaints, subpoenas, citations, petitions, orders or other papers; apprehend persons pursuant to orders and warrants of arrest; escort persons in custody to correctional facilities, hospitals and to and from court; interdict the trafficking of synthetic narcotics, illegal, untaxed or counterfeit stamped tobacco products and related tax crimes; conduct sheriff's sales; maintain records and make reports thereon; use automated office systems and other computer technology; enforce agency security procedures in accordance with applicable guidelines; make criminal arrests; issue accusatory instruments for criminal offenses and violations; drive a motor vehicle and perform related work.

Some of the physical activities performed by Deputy City Sheriffs and environmental conditions experienced are: working outdoors in all kinds of weather; walking and/or standing in an assigned area during a tour; driving or sitting in a patrol car during a tour while remaining alert; running after a fleeing suspect; climbing up stairs; gripping persons to prevent escape; restraining a person by use of handcuffs; engaging in hand to hand struggles to subdue a person resisting arrest; being physically active for prolonged periods of time; understanding verbal communication over the radio with background noise; reading and writing under low light conditions; carrying or wearing heavy equipment and uniform, and wearing a bullet-resistant vest.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

**Special Working Conditions:** Deputy City Sheriffs may be ordered to serve during any additional hours as the proper performance of the duties of the office requires.

**THE SALARY:** The current minimum salary is \$32,095 per annum. Upon completion of six months employment, the salary will rise to \$41,814. Incumbents will receive salary increments reaching \$80,788 per annum at the completion of five and one half years employment. 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 level at the discretion of the agency.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**HOW TO APPLY:** If you believe you meet the requirements in the "How to Qualify" section, 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 information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** 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.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver.

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

**Special Circumstances Guide:** This guide is located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/pdf\\_c\\_special\\_circumstances\\_guide.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf) and available at the DCAS Computer-based Testing & Applications Centers. 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 may be given the test before we verify your qualifications. 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 time you are appointed to this position, you must have:

1. a baccalaureate degree from an accredited college or university; or
2. a four-year high school diploma or its educational equivalent and two years of honorable full-time U.S. military service or two years of satisfactory, full-time professional or paraprofessional experience in law enforcement, civil enforcement, criminal justice, law, accounting, auditing, investigation, public administration, business administration, or a closely related field; or
3. a satisfactory combination of education and/or experience that is equivalent to "1" or "2" above. College education can be substituted for the required experience in "2" above on the basis that each 30 semester credits is equated to six months of experience. However, all candidates must have a four-year high school diploma or its educational equivalent.

The high school diploma or its educational equivalent must be 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).

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. You will receive instructions from the Department of Finance during the pre-employment screening process regarding the approved evaluation services that you may use for foreign education.

**Peace Officer Status and Training:** You must satisfy the requirements established by the State of New York for Peace Officers. You must meet and maintain the requirements for Peace Officer status for the duration of your employment. You must successfully complete a course of peace officer training which includes instruction in deadly physical force and the use of firearms and other weapons, and will be required to carry a firearm on duty.

**Firearms Qualifications:** You must qualify and remain qualified for firearms usage and possession as a condition of employment for the duration of your employment. Failure to qualify and remain qualified for firearms usage and possession may result in termination.

**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 with no restrictions that would preclude the performance of Deputy City Sheriff work. 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.

**Medical and Psychological Requirement:** Medical and psychological guidelines have been established for the position of Deputy City Sheriff. Candidates will be examined to determine whether they can perform the essential functions of the position of Deputy City Sheriff. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

**Physical Fitness Requirement:** You will be required to pass a qualifying physical test.

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

**Residency Requirement Advisory:** The New York State Public Officers Law requires that any person employed as a Deputy City Sheriff in New York City must be a resident of the City of New York or of Nassau, Westchester, Suffolk, Orange, Rockland, or Putnam counties.

**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.

**Citizenship Requirement:** United States citizenship is required at the time of appointment to Deputy City Sheriff.

**Character and Background:** Pursuant to Criminal Procedure Law Section 2.10, the position of Deputy City Sheriff is designated as a Peace Officer position. Accordingly, proof of good character is an absolute prerequisite to appointment since eligibles must meet the requirements for Peace Officer status after successful completion of a prescribed training course. Therefore, you must reveal **ALL** arrests, convictions and **pending** charges that have occurred in your lifetime. This includes any material sealed, expunged, or set aside under Federal or State law, or juvenile delinquent or youthful offender adjudications. The following are among the factors which may be cause for disqualification: (a) conviction of an offense, the nature of which indicates lack of good moral character or disposition toward violence or disorder, or which is punishable by one or more years of imprisonment; (b) two or more convictions of an offense, where such convictions indicate disrespect for the law; (c) discharge from employment, where such discharge indicates poor behavior or inability to adjust to discipline; (d) dishonorable discharge from the Armed Forces.

**Age Requirements:** You must have reached your 18<sup>th</sup> birthday by the time of appointment.

**Investigation:** This position is subject to investigation before appointment. At the time of investigation, you will be required to pay a \$75.00 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals of certified copies of all required documents and proof, including, but not limited to, proof of date and place of birth by transcript of record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of meeting educational requirements. Any willful misstatement or failure to present any documents required for investigation will be cause for disqualification.

**THE TEST:** The multiple-choice test may be given at a computer terminal or in paper and pencil format. You will be informed of the format on your Admission Notice. 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.

**Written Test Description:** A detailed description of the multiple-choice test will be provided at a later date.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

**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 devices 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.

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.

**Required Identification:** You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

**Leaving:** 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 NOTICE:** You should receive an Admission Notice in the mail about 10 days before the date on which testing is expected to begin. If you do not receive an Admission Notice at least 4 days before the date on which testing is expected to begin, you must go to Administration, Customer and Exam Support, 1 Centre Street, 14<sup>th</sup> Floor, Manhattan, to obtain a duplicate notice. Test site assignments will take your address into consideration, but proximity cannot be guaranteed.

**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.

**CHANGE OF MAILING AND/OR EMAIL ADDRESS:** It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

**ADDITIONAL INFORMATION:**

**Selective Certification for Foreign Language:** If you can speak, read or write any of the following: Albanian, Arabic, Bengali, Bosnian Serbo-Croatian, Chinese (Cantones), Chinese (Mandarin), French, Greek, Haitian/Creole, Hindi, Italian, Korean, Polish, Portugese, Russian, Spanish, Tibetan, Urdu, Vietnamese, West African Language (e.g. Ibo), or Yiddish, 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. This requirement may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the specific foreign language(s) on your correspondence.

**Probationary Period:** The probationary period for this title is 24 months. Among other requirements, each appointee will be required to meet disciplinary and performance standards throughout the probationary period. The probationary period may be extended pursuant to New York Civil Service Law and the Personnel Rules and Regulations of the City of New York.

**SPECIAL ARRANGEMENTS:**

**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 the test.

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

**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/dcas](http://nyc.gov/dcas) and at the DCAS Computer-Based Testing and Applications Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 30312; Sheriff 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)