PROMOTION TO SENIOR AUTOMOTIVE SERVICE WORKER

Exam. No. 4510

WHEN TO APPLY: From: September 1, 2004 Application Fee: $35.00
To: September 21, 2004 Payable only by money order to D.C.A.S. (EXAMS)

THE TEST DATE: The Multiple-choice test is expected to be held on Saturday, January 29, 2005.

WHAT THE JOB INVOLVES: Senior Automotive Service Workers, under general supervision, may train and direct automotive service workers assigned to a shop or garage; assist auto mechanics or auto electricians in testing, replacement and repair of automotive components of motor vehicles; and perform related work.

Some of the physical activities performed by Senior Automotive Service 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; working in the vicinity of flammable or hazardous materials; operating motor vehicles for testing purposes.

Special Working Conditions: Senior Automotive Service Workers may be required to work evening hours.

(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 $32,388 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, refer to the "Required Form" section below for the form that you must fill out. Return the completed form and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 by mail only. Applications will not be accepted in person.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of an agency under the jurisdiction of the Commissioner of the Department of Citywide Administrative Services 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 Automotive Service Worker; 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 your permanent title or whether you are on a Preferred List, 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 you are marked "not eligible," your application fee will not be refunded and your test paper will not be rated.

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 at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year. Time served prior to a break in service of more than one year will not be credited.

REQUIRED FORM: 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE
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 Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.
Title Code No. 92509; Miscellaneous Occupational Group

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