

**NEW YORK CITY**



**Department of Citywide Administrative Services**



**JULY 2009 - JUNE 2010**

**Michael R. Bloomberg**  
Mayor

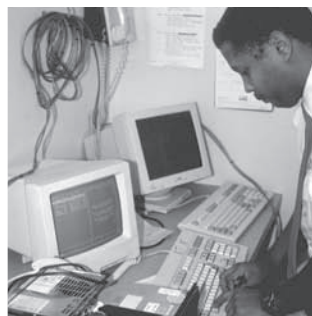
**Martha K. Hirst**  
Commissioner



# **EXAMS FOR JOBS**



**New York City is an  
Equal Opportunity  
Employer**



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# EXAMS FOR JOBS JULY 2009 – JUNE 2010

City of New York  
Department of Citywide Administrative Services

## WHAT IS *EXAMS FOR JOBS*?

*Exams for Jobs* is a brief guide to the schedule of upcoming civil service exams to fill jobs in New York City government.

## WHY SHOULD I TAKE A CIVIL SERVICE EXAM?

Most jobs in New York City government are filled by individuals who have taken and passed civil service exams. If you want to work for New York City, you should take one or more civil service exams for jobs that interest you and for which you are qualified.

## HOW SHOULD I USE THIS GUIDE?

You should review each section of *Exams for Jobs* to learn more about upcoming exams.

1. Review the **Exam Schedule** to see which exams are scheduled to open for filing. (Please note: This schedule is subject to change.)
2. If you find any exams on the schedule that interest you, review the **Summary of Job Responsibilities and Education and Experience Requirements** to see if you are eligible to apply.

**New York City is an Equal Opportunity Employer**



Printed on paper containing 30% post-consumer material

## WHEN MAY I APPLY FOR AN EXAM?

- *You may only apply for an exam during the scheduled filing period. Applications received after the filing deadline will not be accepted.*
- New exams open for filing on the first Wednesday of each month (except holidays).
- If a scheduled exam is postponed or cancelled, the change is announced at the start of the exam's filing period.

## HOW DO I APPLY FOR AN EXAM?

1. **Online:** visit [www.nyc.gov/dcas](http://www.nyc.gov/dcas) at the start of the scheduled filing period to apply online.
2. **By mail:** fill out an official application form and return it by mail. *Applications are not accepted in person.*

## WHERE CAN I FIND OFFICIAL NOTICES AND APPLICATION FORMS?

- **Online:** visit [www.nyc.gov/dcas](http://www.nyc.gov/dcas) at the start of the scheduled filing period. You will be able to view the official Notice of Examination and print the required application forms.
- **In person:** visit the DCAS Application Center during the scheduled filing period to request a copy of the Notice of Examination and application forms. *Note: applications are not accepted in person.*

DCAS Application Center  
2 Lafayette St., 17<sup>th</sup> Floor, Manhattan  
*The Center is open 9 a.m. to 5 p.m.,  
Monday to Saturday (except holidays)*  
[For travel directions, see elsewhere in this guide]

- **By mail:** to request an official Notice of Examination and/or application forms by mail, you must provide a self-addressed business-sized envelope (at least 4 inches x 9.5 inches) accompanied by a letter specifying the exam title and exam number (if available). *Requests must be received before the end of the scheduled filing period.* Mail requests to:

DCAS Application Unit  
1 Centre Street, 14th Floor  
New York, NY 10007

# VISIT OUR COMPUTERIZED TESTING CENTER!



DCAS now offers selected civil service exams at its Manhattan Computerized Testing Center.

- Take your test on a computer and receive an instant preliminary score!
- Exams are offered daily on a walk-in basis.
- Conveniently located next to the DCAS Application Center, 2 Lafayette St., 17<sup>th</sup> Floor, Manhattan.
- To see the latest offerings, visit [www.nyc.gov/dcas](http://www.nyc.gov/dcas).

## OTHER IMPORTANT INFORMATION

The current schedule of civil service examinations reflects the City's anticipated personnel needs. It includes specialized job titles where the need for skilled personnel cannot be met within the City's current workforce.

Civil service lists established from these examinations will be available to fill future vacancies – from one to four years after the lists are established.

**Please Note:**

Filing dates, test dates and qualification requirements are all subject to change. For updated information, call 3-1-1 (or 212-NEW-YORK if outside the city) and ask for "Civil Service Information."

**Reasonable Accommodation:** If you should require a reasonable accommodation to take an exam due to a disability or religious belief or observance, please follow the directions provided in the "SPECIAL CIRCUMSTANCES" section of the Application for Examination form.

**Open-Competitive Examinations** are open to all qualified individuals. *Applicants may be summoned for the test prior to a review of their qualifications.*

**Promotion Examinations** are only available to current City employees in eligible titles. *For details on eligibility, consult the official Notice of Examination during the application period.*

**Filing fees:** Most examinations require a filing fee. If you are receiving certain forms of public assistance, you may qualify for a waiver of the fee. Consult the official Notice of Examination (NOE) for details.



## TRAVEL DIRECTIONS

### To the Application Center & Computerized Testing Center

#### DCAS Application Center & Computerized Testing Center (Manhattan)

2 Lafayette St, 17th floor  
New York, NY 10007

The Center is located two blocks north of City Hall, near the corner of Lafayette St. and Reade St., where Lafayette St. merges with Centre St.

The entrance to the building is on Lafayette St., next door to the Municipal Credit Union.

#### By subway:

4, 5, 6 to Brooklyn Bridge  
J, M, Z to Chambers Street  
R, W to City Hall (approximately 3 blocks away)  
A, C to Chambers Street (approx. 4 blocks away)  
1, 2, 3 to Chambers Street (approx. 5 blocks away)

#### By bus:

M1, M6, M15, M20, M22, M103, B51



FOR MORE INFORMATION about civil service and the City of New York, contact:

City of New York  
Department of Citywide Administrative Services (DCAS)  
1 Centre Street  
New York, NY 10007

Visit us at [www.nyc.gov/dcass](http://www.nyc.gov/dcass)

Or call 311 or 212-NEW-YORK and ask for “civil service information”

# OPEN COMPETITIVE EXAM SCHEDULE

(Open to all qualified individuals)  
**July 2009 – June 2010**  
*(This schedule is subject to change)*

**Note: Your eligibility for an Open Competitive Examination may depend on your ability to meet certain qualifications.** For guidance, see the summary of Education and Experience requirements for each title elsewhere in this booklet. For full details, consult the official Notice of Examination (NOE) during the application period. *Applicants may be summoned for the test prior to a review of their qualifications.*

Exam Title	Application Period (Start – End)	
ACCOUNTANT	09/02/09	09/22/09
ADMINISTRATIVE COMMUNITY RELATIONS SPECIALIST	11/04/09	11/24/09
ADMINISTRATIVE DIRECTOR OF SOCIAL SERVICES	11/04/09	11/24/09
ASSISTANT ARCHITECT	06/02/10	06/22/10
ASSISTANT CHEMIST	05/05/10	05/25/10
ASSISTANT LANDSCAPE ARCHITECT	06/02/10	06/22/10
ASSOCIATE EDUCATION ANALYST	12/02/09	12/22/09
ASSOCIATE STAFF ANALYST	12/02/09	12/22/09
CLERICAL AIDE	11/04/09	11/24/09
CLIMBER AND PRUNER	10/07/09	10/27/09
CONSULTANT (EARLY CHILDHOOD EDUCATION)	02/03/10	02/23/10
CORRECTION OFFICER	See website for updates	
CUSTODIAN	10/07/09	10/27/09
DECKHAND	04/07/10	04/27/10
ECONOMIST	04/07/10	04/27/10
EDUCATION ANALYST	12/02/09	12/22/09
ELIGIBILITY SPECIALIST	See website for updates	
ENVIRONMENTAL POLICE OFFICER	See website for updates	
FIRE ALARM DISPATCHER	08/05/09	08/25/09
FIRE PROTECTION INSPECTOR	08/05/09	08/25/09
FRAUD INVESTIGATOR	02/03/10	02/23/10
HIGHWAY AND SEWERS INSPECTOR	02/03/10	02/23/10
INSPECTOR (CONSUMER AFFAIRS)	05/05/10	05/25/10
INSPECTOR (ELEVATORS)	06/02/10	06/22/10
INSPECTOR (HOUSING)	09/02/09	09/22/09
INSTRUMENT SPECIALIST	06/02/10	06/22/10
JOB OPPORTUNITY SPECIALIST	10/07/09	10/27/09
JUVENILE COUNSELOR	09/02/09	09/22/09
LEGAL COORDINATOR	06/02/10	06/22/10
MAINTENANCE WORKER	03/03/10	03/23/10
MANAGEMENT AUDITOR	08/05/09	08/25/09
MEDIA SERVICES TECHNICIAN	04/07/10	04/27/10
NUTRITION CONSULTANT	06/02/10	06/22/10

Exam Title	Application Period (Start – End)	
OFFICE MACHINE AIDE	09/02/09	09/22/09
PARALEGAL AIDE	10/07/09	10/27/09
PARK SUPERVISOR	10/07/09	10/27/09
PHOTOGRAPHER	04/07/10	04/27/10
PLAN EXAMINER (BUILDINGS)	04/07/10	04/27/10
POLICE COMMUNICATIONS TECHNICIAN	08/05/09	08/25/09
POLICE OFFICER	See website for updates	
PROBATION OFFICER	06/02/10	06/22/10
PSYCHOLOGIST	05/05/10	05/25/10
QUALITY ASSURANCE SPECIALIST	06/02/10	06/22/10
RADIO REPAIR MECHANIC	07/01/09	07/21/09
SCHOOL SAFETY AGENT	09/02/09	10/20/09
SCHOOL SAFETY AGENT	03/03/10	04/20/10
SCIENTIST (WATER ECOLOGY)	05/05/10	05/25/10
SPECIAL OFFICER	08/05/09	08/25/09
STAFF ANALYST	12/02/09	12/22/09
SURVEYOR	11/04/09	11/24/09
TAXI AND LIMOUSINE INSPECTOR	02/03/10	02/23/10
TRAFFIC CONTROL INSPECTOR	05/05/10	05/25/10
TRAFFIC ENFORCEMENT AGENT	See website for updates	



# PROMOTION EXAM SCHEDULE

(for City employees only)

July 2009 – June 2010

**Note: Promotional Examinations are only available to current City employees in eligible titles, subject to certain restrictions.** Details are available during the application period. *Applicants may be summoned for the test prior to a review of their qualifications.*

Exam Title	Application Period (Start – End)	
	ACCOUNTANT (PROM)	09/02/09
ADMINISTRATIVE CONSTRUCTION PROJECT MANAGER (PROM)	11/04/09	11/24/09
ADMINISTRATIVE DIRECTOR OF SOCIAL SERVICES (PROM)	11/04/09	11/24/09
ASSISTANT RESIDENT BUILDINGS SUPERINTENDENT (PROM)	10/07/09	10/27/09
ASSOCIATE EDUCATION ANALYST (PROM)	12/02/09	12/22/09
ASSOCIATE JOB OPPORTUNITY SPECIALIST (PROM)	09/02/09	09/22/09
ASSOCIATE JUVENILE COUNSELOR (PROM)	02/03/10	02/23/10
ASSOCIATE STAFF ANALYST (PROM)	12/02/09	12/22/09
ASSOCIATE SUPERVISOR OF SCHOOL SECURITY (PROM)	02/03/10	02/23/10
CAPTAIN (CORRECTION) (PROM)	09/02/09	09/22/09
CAPTAIN (POLICE) (PROM)	01/06/10	01/26/10
CONSTRUCTION LABORER (PROM)	05/05/10	05/25/10
CUSTODIAN (PROM)	10/07/09	10/27/09
HEATING PLANT TECHNICIAN (HOUSING AUTHORITY) (PROM)	10/07/09	10/27/09
LIEUTENANT (FIRE) (PROM)	08/05/09	08/25/09
PARK SUPERVISOR (PROM)	10/07/09	10/27/09
PLAN EXAMINER (BUILDINGS) (PROM)	04/07/10	04/27/10
POLICE OFFICER (PROM)	08/05/09	08/25/09
POLICE OFFICER (PROM)	12/02/09	12/22/09
PRINCIPAL ADMINISTRATIVE ASSOCIATE (PROM)	10/07/09	10/27/09
RECREATION SUPERVISOR (PROM)	03/03/10	03/23/10
SENIOR SPECIAL OFFICER (PROM)	02/03/10	02/23/10
SUPERVISING EMERGENCY MEDICAL SERVICE SPECIALIST (PROM)	09/02/09	09/22/09
SUPERVISING POLICE COMMUNICATIONS TECHNICIAN (PROM)	01/06/10	01/26/10
SUPERVISING PROBATION OFFICER (PROM)	02/03/10	02/23/10
SUPERVISOR HIGHWAY REPAIRER (PROM)	08/05/09	08/25/09
WARDEN (CORRECTION) (PROM)	11/04/09	11/24/09
WIPER (UNIFORMED) (PROM)	02/03/10	02/23/10

**Exams for Jobs: July 2009 – June 2010**  
**Summary of Job Responsibilities & Education and Experience Requirements**  
**(Open Competitive Exams Only)**

Exam Title	Minimum Salary*	Job Responsibilities**	Education and Experience Requirements***
<b>ACCOUNTANT</b>	\$38,303	Performs accounting work.	A bachelor's degree with 24 credits in accounting or a New York State Certified Public Accountant license.
<b>ADMINISTRATIVE COMMUNITY RELATIONS SPECIALIST</b>	See the official Notice of Examination (NOE) during the application period.	Implements health education or other programs.	See the official Notice of Examination (NOE) during the application period.
<b>ADMINISTRATIVE DIRECTOR OF SOCIAL SERVICES</b>	See the official Notice of Examination (NOE) during the application period.	Administers a large program providing specialized protective and supportive services to vulnerable client groups.	A bachelor's degree and four years of progressively responsible experience, including a year of administrative or managerial work in a large public or private organization.
<b>ASSISTANT ARCHITECT</b>	\$48,126	Performs architectural work.	A bachelor's or master's degree in architecture; or an equivalent combination of work experience and a college degree in architecture; or valid New York State registration as an Architect.
<b>ASSISTANT CHEMIST</b>	\$44,623	Performs chemical analyses and tests.	A bachelor's degree including 16 credits in chemistry and 8 credits in one or more of: chemistry, pharmacology, toxicology, environmental science, forensic science, or other natural science, and one year of experience performing chemical or physical analysis in a lab. Graduate study may substitute for work experience.
<b>ASSISTANT LANDSCAPE ARCHITECT</b>	\$48,126	Performs landscape architectural work.	A bachelor's or master's in landscape architecture and one year of experience in landscape architectural work; or a valid New York State registration as a Landscape Architect.
<b>ASSOCIATE EDUCATION ANALYST</b>	See the official Notice of Examination (NOE) during the application period.		
<b>ASSOCIATE STAFF ANALYST</b>	See the official Notice of Examination (NOE) during the application period.		
<b>CLERICAL AIDE</b>	\$24,859	Performs routine clerical work.	There are no formal education or experience requirements.

\* Salary information is provided as a guide only and is subject to change. \*\* For a detailed description see the official Notice of Examination (NOE) during the exam's filing period. \*\*\* For the complete requirements see the official Notice of Examination (NOE) during the exam's filing period. Requirements are subject to change.

For updates, call 3-1-1 or 212-NEW-YORK | Visit [www.nyc.gov/dcas](http://www.nyc.gov/dcas)  
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<b>CLIMBER AND PRUNER</b>	\$47,053	Plants and maintains trees and shrubs.	Six months of experience as a climber and pruner or an arborist.
<b>CONSULTANT (EARLY CHILDHOOD EDUCATION)</b>	\$56,021	Evaluates nursery schools, day care facilities and related programs.	A master's degree, including or supplemented by 12 graduate credits in early childhood or elementary education, and three years of qualifying experience as a nursery school director or consultant. The degree requirements may also be satisfied by a bachelor's degree in education, plus student teaching in early childhood education, plus a master's degree in education, social work, psychology or counseling.
<b>CORRECTION OFFICER</b>	\$35,000, rising to \$68,475 at the completion of five years.	Maintains security within correctional facilities and supervises the care of inmates.	By the date of appointment you must have: (1) 39 college credits; or (2) a high school diploma or its equivalent and two years of honorable full-time U.S. military service; or (3) A high school diploma and two years of work experience as a Police Officer or Peace Officer under NYS Criminal Procedure Law, or equivalent positions in other states.
<b>CUSTODIAN</b>	\$28,558	Cleans and maintains buildings.	Two years of related experience.
<b>DECKHAND</b>	\$43,298	Performs deckhand duties on a municipal ferry vessel and at a ferry terminal.	Two years of work experience as a deckhand, ordinary seaman, or an equivalent in a sea service of the Armed Forces of the U.S.; or an Associate degree in marine technology with at least one year of deck duty; or graduation from a maritime or sea service academy. All study and experience must have occurred within the last 10 years.
<b>ECONOMIST</b>	\$38,303	See the official Notice of Examination (NOE) during the application period.	
<b>EDUCATION ANALYST</b>	See the official Notice of Examination (NOE) during the application period.	Prepares budgets; conducts operational studies or performs personnel administration.	A master's degree or its equivalent, such as a bachelor's degree and two years of relevant experience working with the budget of a large institution; or a high school diploma or its equivalent and six years of relevant experience; or a combination of college study and experience.
<b>ELIGIBILITY SPECIALIST</b>	\$30,683	Verifies who is eligible for public assistance.	A high school diploma or its equivalent and two years of related experience in public assistance or health benefits administration, or similar experience in making determinations in areas such as banking, housing, sales or customer service; or an equivalent in college study.

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<b>ENVIRONMENTAL POLICE OFFICER</b>	\$25,631	Protects the City's upstate watershed.	A high school diploma or its educational equivalent, plus one of the following: 30 college credits; or two years of honorable full-time U.S. military service; or one year of law enforcement experience.
<b>FIRE ALARM DISPATCHER</b>	\$30,316	Receives and transmits alarms of fire and other emergencies.	Two years of paid experience as an airport or railroad traffic controller, a fire alarm dispatcher, or a firefighter; or equivalent paid or unpaid experience fielding multiple, simultaneous calls and radio dispatches.
<b>FIRE PROTECTION INSPECTOR</b>	\$38,198	Conducts inspections to reduce or eliminate fire hazards.	1) Three years of qualifying experience installing, operating or inspecting fire suppression, extinguishing, refrigeration, air conditioning, or fuel oil heating systems, or equivalent experience enforcing safety standards for fire hazardous materials or serving as a Fire Safety Director; or 2) 30 college credits in science technology or related engineering fields; or 3) Completion of an apprenticeship or trade school program in plumbing and two years of plumbing experience; or 4) an equivalent combination of education and/or experience.
<b>FRAUD INVESTIGATOR</b>	\$34,977	Investigates fraud involving social benefit programs or tax laws.	(1) A high school diploma or its equivalent and three years of experience investigating criminal or fraudulent activities or related work, such as evaluating credit histories or performing asset searches; or (2) An associate's degree supplemented by 12 credits in criminal justice or a related field, and one year of related experience; or (3) a bachelor's degree; or (4) a combination of related study and work experience.
<b>HIGHWAY AND SEWERS INSPECTOR</b>	\$44,157	Inspects the construction and repair of roads, sewers, pavements and sidewalks.	Five years of experience in the construction or repair of roads and sewers; or an equivalent combination of work experience and college study specializing in the construction of roads and sewers; or completion of a related apprenticeship program in a New York City agency.
<b>INSPECTOR (CONSUMER AFFAIRS)</b>	\$35,841	Conducts inspections related to the licensing of businesses or occupations.	(1) A high school diploma or its equivalent and two years of experience conducting investigations or inspections for a business or government agency; or (2) a bachelor's degree; or (3) an equivalent combination of education and/or experience.

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Exam Title	Minimum Salary*	Job Responsibilities**	Education and Experience Requirements***
<b>INSPECTOR (ELEVATORS)</b>	\$45,162	Inspects elevators, escalators and related devices.	Five years of qualifying experience, gained over the last 15 years, in the design, assembly, installation, or repair of elevators; or as an elevator machinist or maintenance elevator mechanic. Education or apprenticeship training may substitute for a portion of the required experience. A license as a professional engineer or registration as an architect in New York State will be considered qualifying.
<b>INSPECTOR (HOUSING)</b>	\$45,162	Inspects dwellings.	Five years of experience as a fully-trained mason, carpenter or similar skilled trades worker, or similar experience inspecting or maintaining multiple dwellings, or an equivalent combination of work experience and study at a college or technical school or in an apprenticeship program.
<b>INSTRUMENT SPECIALIST</b>	See the official Notice of Examination (NOE) during the application period.	Installs, maintains and calibrates metering equipment.	A high school diploma or its equivalent, plus four years of experience installing and maintaining electronic instrumentation and control systems, gained in the last 10 years. College study, technical training or apprenticeship training may substitute for up to three years of the required experience.
<b>JOB OPPORTUNITY SPECIALIST</b>	\$35,740	Assists persons in need, to promote individual and family self-sufficiency.	A bachelor's degree, or a high school diploma or its equivalent and four years of qualifying experience working at a New York City Job Opportunity Center.
<b>JUVENILE COUNSELOR</b>	\$34,977	Provides counseling and supervision of juveniles.	Either: (1) A bachelor's degree; or (2) an associate's degree and two years of experience working directly with juveniles in an educational or institutional setting; or (3) a high school diploma or its equivalent, plus four years of related experience; or (4) a combination of education and/or experience.
<b>LEGAL COORDINATOR</b>	\$39,981	See the official Notice of Examination (NOE) during the application period.	
<b>MAINTENANCE WORKER</b>	See the official Notice of Examination (NOE) during the application period.	Assists in the routine maintenance of public buildings.	Three years of work experience as a mechanic or helper in the electrical or mechanical trades or in the construction or maintenance of buildings; or an equivalent combination of education and/or experience. Training may substitute for some of the required experience.

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Exam Title	Minimum Salary*	Job Responsibilities**	Education and Experience Requirements***
<b>MANAGEMENT AUDITOR</b>	\$47,228	Performs financial, operational and management audits.	A bachelor's degree with 24 credits in accounting, plus a year of related experience or a related professional license or certification, or an equivalent combination of study and accounting experience.
<b>MEDIA SERVICES TECHNICIAN</b>	\$33,510	See the official Notice of Examination (NOE) during the application period.	
<b>NUTRITION CONSULTANT</b>	\$52,110	Monitors and audits meal programs for the elderly and provides counseling and education in nutrition.	A bachelor's degree majoring in foods and nutrition or a related field, and four years of related monitoring or counseling and education experience in an institutional, residential, hospital or community-based program. At least two years of experience must have occurred within the last five years.
<b>OFFICE MACHINE AIDE</b>	\$26,431	Operates office machines.	A high school diploma or its equivalent.
<b>PARALEGAL AIDE</b>	\$31,712	Performs legal assistant work.	A bachelor's degree, or an equivalent combination of study and paralegal experience and a high school diploma or its equivalent.
<b>PARK SUPERVISOR</b>	\$53,293	Supervises the maintenance of parks and related facilities.	A bachelor's degree plus two years of related experience, including a year as a supervisor, or a high school diploma plus four years' experience.
<b>PHOTOGRAPHER</b>	\$37,059	See the official Notice of Examination (NOE) during the application period.	
<b>PLAN EXAMINER (BUILDINGS)</b>	\$59,309	Examines plans for the construction or repair of buildings and equipment systems.	A New York State Professional Engineer's License or Registration as an Architect, plus four years of experience in the profession, including at least two years in building design or building systems design. A qualifying degree may substitute for a year of general experience.
<b>POLICE COMMUNICATIONS TECHNICIAN</b>	\$32,710	Answers emergency calls and dispatches police resources.	A high school diploma or its equivalent, plus: (1) one year of experience performing clerical work or dealing with the public; or (2) 30 college credits; or (3) two years of active U.S. military service with an honorable discharge; or (4) a combination of related education and/or experience.
<b>POLICE OFFICER</b>	\$40,361, rising to \$73,546 after five and one half years.	Performs general police duties and related work.	By the date of appointment, you must have 60 college credits with at least a 2.0 cumulative index, or a high school diploma or its equivalent and two years of honorable full-time U.S. military service.

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Exam Title	Minimum Salary*	Job Responsibilities**	Education and Experience Requirements***
<b>PROBATION OFFICER</b>	\$38,730	Provides services to individuals on probation and enforces related laws.	A graduate degree in social work, criminology or a closely related field; or a bachelor's degree and two years of casework experience in social services or a related field; or a combination of study and experience.
<b>PSYCHOLOGIST</b>	\$54,079	Performs professional work in the field of psychology.	Either: (1) A doctorate in clinical psychology or a related field of psychology; or (2) completion of 60 credits in a doctoral program in psychology and two years of related work experience, gained during the doctoral program, in a hospital, jail or other institution under the supervision of a qualified psychologist; or (3) A re-specialization in clinical psychology plus one year of related institutional experience.
<b>QUALITY ASSURANCE SPECIALIST</b>	\$36,595	Checks goods and services to ensure that delivered products meet contract specifications.	A high school diploma or its equivalent and four years of experience in purchasing or inspecting supplies. College study may substitute for up to three years of the required experience.
<b>RADIO REPAIR MECHANIC</b>	See the official Notice of Examination (NOE) during the application period.	Installs and repairs radio and communications equipment.	Five years of work experience as a radio repair mechanic or electronic technician, gained in the last 10 years. College study or technical training in the field may substitute for up to two years of the required experience.
<b>SCHOOL SAFETY AGENT</b>	\$30,057	Maintains order in schools.	A high school diploma or its equivalent.
<b>SCIENTIST (WATER ECOLOGY)</b>	\$38,312	Performs water quality testing and analyses.	A bachelor's degree with 24 credits in environmental or chemical engineering or a related scientific field, and at least one year of related work experience, or an equivalent combination of study and work experience.
<b>SPECIAL OFFICER</b>	\$29,096	Patrols public buildings and outside areas to maintain order.	A high school diploma or its equivalent.
<b>STAFF ANALYST</b>	\$45,358	Prepares budgets; conducts operational studies or performs personnel administration.	A master's degree or its equivalent, such as a bachelor's degree and two years of relevant experience working with the budget of a large institution; or a high school diploma or its equivalent and six years of relevant experience; or a combination of college study and experience.

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For updates, call 3-1-1 or 212-NEW-YORK | Visit [www.nyc.gov/dcas](http://www.nyc.gov/dcas)  
 Visit the DCAS Application Center, 2 Lafayette St., 17<sup>th</sup> floor, Manhattan, open 9 a.m. to 5 p.m., Monday to Saturday (except holidays).



**Exams for Jobs: July 2009 – June 2010**  
**Summary of Job Responsibilities & Education and Experience Requirements**  
**(Open Competitive Exams Only)**

Exam Title	Minimum Salary*	Job Responsibilities**	Education and Experience Requirements***
<b>SURVEYOR</b>	\$62,942	Performs land surveying work.	A bachelor's degree in surveying or a related field and two years of surveying experience, or an equivalent combination of study or work experience.
<b>TAXI AND LIMOUSINE INSPECTOR</b>	\$34,270	Enforces regulations of the taxi and limousine industry.	A high school diploma or its equivalent.
<b>TRAFFIC CONTROL INSPECTOR</b>	\$38,119	Inspects traffic conditions.	A high school diploma or its equivalent and two years of related experience regulating or analyzing traffic. College study in such fields as engineering or urban studies may substitute for experience.
<b>TRAFFIC ENFORCEMENT AGENT</b>	\$27,013	Enforces traffic and parking laws.	A high school diploma or its equivalent.

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