



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE STREET, 14TH FLOOR
NEW YORK, NY 10007

REQUIRED INFORMATION

APPLICATION

BILL DE BLASIO
Mayor
LISETTE CAMILO
Commissioner

NOTICE
OF
EXAMINATION

TRAFFIC ENFORCEMENT AGENT

Exam Nos. 9321, 9323, 9325, 9327, and 9317

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

WHEN TO APPLY:

Exam No.	Application and Scheduling Period
9321	August 29, 2018 - September 29, 2018
9323	October 26, 2018 - November 30, 2018
9325	December 27, 2018 - January 31, 2019
9327	February 27, 2019 - March 30, 2019
9317	April 25, 2019 - May 31, 2019

APPLICATION FEE: \$47.00

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.

THE TEST SCHEDULE: Testing for the title of Traffic Enforcement Agent is anticipated to be held throughout the year depending on the hiring needs of the agency. Below is the schedule of testing from September 2018 - May 2019:

Exam No.	Testing Period
9321	September 4, 2018 - September 29, 2018
9323	November 1, 2018 - November 30, 2018
9325	January 2, 2019 - January 31, 2019
9327	March 1, 2019 - March 30, 2019
9317	May 1, 2019 - May 31, 2019

Monthly Schedule: A monthly schedule of the days and times for applying, scheduling and testing will be available within the week prior to the 1st day of each month at www.nyc.gov/deas and at the DCAS Computer-based Testing & Applications Centers. Although the testing period for the exam numbers will be open for multiple months, the available test dates and times for self-scheduling will be released on a monthly basis and specified on the monthly exam schedule.

DCAS COMPUTER-BASED TESTING & APPLICATIONS CENTERS: This exam will be administered at the DCAS Computer-Based Testing and Application Centers:

Manhattan	Brooklyn	Queens	Staten Island
2 Lafayette Street	210 Joralemon Street	118-35 Queens Boulevard	135 Canal Street
17 th Floor	4 th Floor	5 th Floor	3 rd Floor
New York, NY 10007	Brooklyn, NY 11201	Forest Hills, NY 11375	Staten Island, NY 10304

You may take the Traffic Enforcement Agent test at any 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 application fee will not be refunded.

Warning: You are not permitted to enter the test site with cellular phones, smart watches, 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, smart watches, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, your test score may be nullified, you may not receive your test results 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 Computer-based Testing & Applications Center 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, IDNYC 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.

Test dates and times are subject to change.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

HOW TO QUALIFY:

Education and Experience Requirements: By **January 31, 2019** for Exam Nos. 9321, 9323 and 9325, **or** by **June 30, 2019** for Exam Nos. 9327 and 9317, you must have:

A four-year high school diploma or its educational equivalent, approved by a State's Department of Education or a recognized accrediting organization.

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 Police Department during the pre-employment screening process regarding the approved evaluation services that you may use for foreign education.

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. Assignment to Traffic Enforcement Agent Level III requires a W (tow truck) endorsement to your motor vehicle license. This license must not include any restrictions which would preclude the performance of Traffic Enforcement Agent work and must be maintained for the duration of employment. If you have moving violations, license suspensions or an accident record, you may be disqualified.

Medical and Psychological Requirement: Medical and psychological guidelines have been established for the position of Traffic Enforcement Agent. You will be examined to determine whether you can perform the essential functions of a Traffic Enforcement Agent. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take these medical and psychological examinations, and/or to perform the essential functions of the job. Eligibles may have to pass an additional medical screening before assignment to Assignment Level III.

Drug Screening Requirement: You must pass a drug screening in order to be appointed. Incumbents at Assignment Level III are subject to additional drug screening.

Special Patrolman Status: Assignment to Traffic Enforcement Agent Level IV requires that you qualify for Special Patrolman status from the NYC Police Commissioner as governed by Administrative Code Section 14-106 and Chapter 13 of Title 38 of the Rules of the City of New York. This designation must be maintained for the duration of employment at Assignment Level IV. Consult the **appointing agency's personnel office** at the time of your assignment to Level IV for the qualifications for Special Patrolman Status.

Residency Requirement Advisory: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

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.

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 which require the use of any of the following abilities:

Written Comprehension: understanding written sentences and paragraphs. Example: A Traffic Enforcement Agent might need this ability when reading traffic regulation signs to determine if a vehicle is in violation.

Written Expression: using English words or sentences in writing so that others will understand. Example: A Traffic Enforcement Agent might need this ability to prepare reports.

Memorization: remembering information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information. Example: A Traffic Enforcement Agent might need this ability to report inoperable or missing parking meters and traffic conditions requiring attention.

Problem Sensitivity: being able to tell when something is wrong or is likely to go wrong. Problem sensitivity includes being able to identify the whole problem as well as the elements of the problem. Example: A Traffic Enforcement Agent might need this ability to monitor traffic flow and impediments, including, but not limited to on-street construction, manhole activity, or special events.

Information Ordering: following correctly a given rule or set of rules to arrange things or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations. Example: A Traffic Enforcement Agent might need this ability to place summonses in order by the type of infraction.

Spatial Orientation: determining where you are in relation to the location of some object or where the object is in relation to you. Example: A Traffic Enforcement Agent might need this ability to direct and control traffic at assigned locations.

Deductive Reasoning: applying general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense. Example: A Traffic Enforcement Agent might need this ability to enforce rules and regulations relating to movement, parking, stopping, and standing of vehicles.