

# District Council 37 Education Fund

## Civil Service Examination

### Fact Sheet

1. **What is a civil service examination?** The City of New York fills many (not all) of its positions through the Civil Service Process. The City uses civil service examinations to measure a candidate's "merit" and "fitness" for a particular position. Taking an examination is the start of the hiring process that may lead to getting a job with New York City.
2. **Who may take a civil service examination?** Generally, there are two types of examinations: open competitive and promotional. Anyone can take an open-competitive examination, as long as they meet the basic qualifications of the position. Promotional examinations are restricted to individuals already employed in specific New York City job titles.
3. **What should I expect when taking a civil service examination?** Civil service examinations may be given in one of several forms. Written examinations may be given in either a multiple-choice or essay format. Oral examinations usually take the form of a panel interview. Education and Experience examinations are often given to rate a candidate's qualifications for a "professional" position, such as Electrical Engineer. Practical/Physical examinations measure a candidate's skill or competence in performing specific tasks.
4. **How do I find out about scheduled civil service examinations?** You can do this in one of several ways: accessing the website of the Department of Citywide Administrative Services (DCAS) at <http://www.nyc.gov/html/dcas/html/home/home.shtml>; visiting the DCAS Applications Center at 2 Lafayette Street in lower Manhattan, or 210 Joralemon Street in Brooklyn, between 9:00 a.m. and 5:00 p.m.; or calling the DCAS Automated Phone System at 212-669-1357. You may also check the Chief-Leader, a weekly news publication. The Chief-Leader is available at many New York City newsstands.
5. **How do I apply for a civil service examination?** Once you have decided that you are interested in a particular civil service examination, you should obtain and review the application packet for that position. The application packet will contain a Notice of Examination, which outlines the salary, general job responsibilities, and minimum qualifications for the position, as well as the date of the examination. If you qualify, you must then file (register) to take that examination. Filing for an examination means completing required application forms, paying a filing fee (which is waived under certain conditions) by money order or credit card, and submitting these items to DCAS during the filing period for the examination. The filing period is usually a 20-day period during which DCAS accepts applications for a specific examination.

6. **How much does it cost to file for the examination?** Filing fees vary. You should expect to pay anywhere from \$30.00 to \$101.00 to take a civil service examination.
7. **When/Where will the civil service examination I applied for be held?** Civil service tests are sometimes offered as walk-in examinations at one of the DCAS Testing Centers. Other tests are held two to three months after their filing period occurs. The exam schedule, as well as the Notice of Examination, advises you of the date for the examination. The City of New York sometimes holds examinations on Saturdays in area public schools. You should expect to receive an admissions card 4-10 days before the examination. (This does not apply to walk-in examinations.) Those individuals who claim special circumstances (for religious observances, for special accommodations for disabilities, etc.) should complete and submit a Special Circumstances Form at the time they apply for an examination.
8. **Why do I need an admission card to take a civil service examination?** An admission card allows you to be seated for an examination. It also lets you know when and where an exam will be held, how long an exam will be, and what you are allowed to bring with you to the examination.
9. **What happens if I do not receive my admission card?** If you do not receive your admission card five (5) business days before an examination, you should contact the DCAS Examining Service Section at 1 Centre Street, 14th Floor, New York, NY 10007.
10. **What is a civil service list?** Once an examination has been scored, an Eligible List is created, in rank order by passing score. Examination candidates are notified of their test score and rank on the list. This Eligible List is used by New York City agencies to hire employees. Generally, the Eligible List will last for about four (4) years.
11. **What is the difference between a provisional and a permanent employee?** A provisional Employee is an employee who has been hired by New York City and who has not taken a civil service examination for that position. A permanent employee is one who has taken and passed a civil service examination for a specific job title and (who) has been certified with civil service status for that job title.
12. **Does DC 37 offer assistance to those taking civil service examinations?** Yes, the DC 37 Education Fund offers test preparation classes for many (not all) civil service examinations. This is a benefit extended to eligible employees covered by the DC 37 Education Fund. (Local 371 members should contact their local since they are covered by a separate benefits agreement.) You may contact the DC 37 Education Fund during the filing period of the examination you want to take to find out if test preparation classes are being offered.
13. **Does DC 37 provide materials for those who will take civil service examinations?** Yes, depending on the exam DC 37 Education Fund may provide materials for those that register for the Education Fund's test preparation classes.

14. **Is there a charge for these test prep classes?** The classes are held at no charge to eligible employees covered by the DC 37 Education Fund.

15. **Where are the test prep classes held?** Test prep classes are held in various locations throughout the New York City metropolitan area. You may contact the DC 37 Education Fund at (212) 815-1700 for specific class information. For additional information, contact:

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