



Examination No. & Title	Salary Grade	Beginning Salary	Non-Refundable Processing Fee (Waivers Available)
26-627 Security Services Assistant 1	6	\$31,231	\$25

Written Test To Be Held
MARCH 2, 2019

Applications MUST Be Submitted or Postmarked By
JANUARY 16, 2019

ONLINE APPLICATION PROCESS AVAILABLE at <http://www.cs.ny.gov/exams>

IMPORTANT: Unless waived, you must pay the non-refundable processing fee. For information on fee waivers, visit <https://www.cs.ny.gov/examannouncements/types/oc/appinfo.cfm##Fee>. It is important that you verify that you entered the correct examination number and title on your online or paper application prior to submitting. If you apply online, you should immediately review your email confirmation notice to verify that you applied for the correct examination. If you do not receive a confirmation number after submitting your online application, your application was NOT received by the Department of Civil Service. No late applications will be accepted after the filing deadline has passed.

Appointees who work in the five boroughs of New York City or in Nassau, Suffolk, Rockland, or Westchester Counties will receive an additional \$1,722 annual downstate adjustment. Appointees who work in Dutchess, Orange, or Putnam Counties will receive an additional \$919 annual mid-Hudson adjustment.

MINIMUM QUALIFICATIONS: On or before March 2, 2019, you must be currently registered as a Security Guard by the New York State Department of State. When filing your application, you must include your Security Guard registration number, the date it was first issued and the date it expires in the appropriate spaces on your application. Failure to do so will disqualify you from this test.

Registration for other governing or issuing agencies or institutions will not be accepted. Work experience is not required.

Important: If you do not have and maintain current New York State Security Guard registration, you do not qualify for this examination or for appointment from the resulting eligible list. If you have completed the pre-assignment training course, the registration process will likely take between one to three months.

For information about Security Guard registration:

- Go to www.dos.ny.gov/licensing; or
- Call the New York State Department of State at (518) 474-7569; or
- Write to New York State Department of State, Division of Licensing Services, P.O. Box 22052, Albany, NY 12201-2052

NOTES:

1. A background investigation is performed as part of the Security Guard registration procedure. Continued employment as a Security Services Assistant 1 is dependent upon maintaining current Security Guard registration by the New York State Department of State. Failure to maintain this will result in removal from employment.
2. Some positions may require you to possess a valid license to operate a motor vehicle in New York State at the time of appointment and continuously thereafter or otherwise demonstrate your ability to meet the transportation needs of the position.
3. **Physical/Medical Requirements:** Your physical and medical condition will be evaluated to ensure that you are able to satisfactorily perform the duties of this position with or without reasonable accommodation. A complete statement of the physical and medical standards is available at: <http://www.cs.ny.gov/ehs/forms.cfm>. A medical examination will be required prior to appointment, and you are responsible for payment of the clinical laboratory test fee. Appointees to this position may be required to undergo periodic medical examinations to reassess their ability to perform the essential duties of the position. Eligibles will be called to the physical/medical screening in score order as needed to fill existing and anticipated vacancies.
4. New York State residence is not required.

THE POSITIONS: These positions exist at various New York State agencies and locations throughout New York State including: Helen Hayes Hospital, SUNY Administration, SUNY Albany, SUNY Binghamton, SUNY Brockport, SUNY Brooklyn, SUNY Buffalo College, SUNY Buffalo University, SUNY Delhi, SUNY Farmingdale, SUNY Geneseo, SUNY Optometry, SUNY Plattsburgh, SUNY Purchase, SUNY Stonybrook, Department of Agriculture and Markets, Division of Homeland Security and Emergency Services, Office of General Services, and the Veteran's Home at Oxford.

DUTIES: As a **Security Services Assistant 1**, you would enforce building regulations; maintain order and direct visitors in State facilities; provide foot patrols of facilities and their environs; control access to buildings and offices; assist the sick, injured, or persons with disabilities; submit accident, incident, and daily activity reports; and secure windows and doors. You would maintain a roster of persons entering or leaving the buildings during prescribed hours, monitor and maintain building access and security equipment, examine building exteriors for vandalism or intruders, report building deficiencies, inspect and service firefighting equipment, assist in building evacuation, and notify the police when appropriate. You may be required to accept mail delivered by courier. You must be able to stand and/or walk for long periods of time and be able to climb stairs. Appointees may be required to work various shifts, as well as unscheduled and mandatory overtime when necessary. In the Office of General Services, you may be required to operate an elevator. At most agencies you will be required to drive a motor vehicle and for these agencies, you must possess a valid license to operate a motor vehicle in New York State at the time of appointment and continuously thereafter.

SUBJECT OF EXAMINATION: There will be a **written test** which you must pass in order to be considered for appointment. The **written test** is designed to test for knowledge, skills, and/or abilities in such areas as:

1. **Preparing written material** - These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
2. **Following directions (maps)** - These questions test your ability to follow physical/geographic directions using street maps or building maps. You will have to read and understand a set of directions and then use them on a simple map.
3. **Applying written information in a safety and security setting** - These questions evaluate your ability to read, interpret and apply rules, regulations, directives, written narratives and other related material. You will be required to read a set of information and to appropriately apply the information to situations similar to those typically experienced in a public safety and security service setting. All information needed to answer the questions is contained in the rules, regulations, etc. which are cited.

Your final score must be 70 or higher in order to pass. Rank on the eligible list will be determined after adding any wartime Veterans' and Civil Service Law Section 85-a credits to your final passing score.

Important: The Department of Civil Service and other state agencies may communicate with you through email correspondence. This may include the notification of your examination results and canvassing you for interest in appointment. It will be important for you to keep your email address, phone number and mailing address current by logging into <https://www.cs.ny.gov/home/myaccount>.

TEST GUIDE: *A Guide to the Written Test for the Safety and Security Series* is available on the Department website at <http://www.cs.ny.gov/testing/testguides.cfm>.

HOW TO APPLY:

- Online our Internet address is <http://www.cs.ny.gov/exams>. NOTE: If you apply online, the non-refundable application processing fee must be paid online via a credit card unless you qualify for a waiver or you are a member of NYS CSEA; or
- Download the examination application NYS-APP form at <http://www.cs.ny.gov/announ/applications.cfm>; or
- Email cs.sm.examinfo@cs.ny.gov to request NYS-APP form; or
- Obtain NYS-APP form from a State agency or facility personnel/business office; or
- Request NYS-APP form by calling the Department of Civil Service in the Albany area at 518-457-2487 or toll free at 1-877-697-5627.

The NYS Department of Civil Service reserves the right to reject for lateness or to accept applications filed after the advertised filing period. All statements you make on your application are subject to investigation.

ADDITIONAL INFORMATION

ADMISSION TO EXAMINATION: Notice to appear for the test may be conditional as review of applications may not be made until after the test. If you have not received your notice to appear for the written test three days before the date of the test, email us at AdmissionNotices@cs.ny.gov. Please provide your first and last name, address, and the last four digits of your social security number, and we will provide you with the information you need to attend your written test. If you have an issue other than not receiving your admission notice, please contact our office at (518) 474-6470 in the Albany area or toll free at 1-877-697-5627. Please leave a clear concise message and provide your first and last name, last four digits of your social security number and a daytime phone number.

NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER: It is the policy of the State of New York to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception.

Appointment to many positions in State government require candidates to undergo an investigative screening. This may include a thorough character investigation, a Federal Bureau of Investigation Criminal Record History Check, a Child Abuse Registry clearance, or other similar procedures. Candidates may be fingerprinted and may be required to pay any necessary fees for that procedure. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment.

ELIGIBILITY FOR EMPLOYMENT: You must be legally eligible to work in the United States at the time of appointment and throughout your employment with New York State. If appointed, you must produce documents that establish your identity and eligibility to work in the United States, as required by the federal Immigration Reform and Control Act of 1986, and the Immigration and Nationality Act.

RELIGIOUS ACCOMMODATION: Most written tests are held on Saturdays. If you cannot take the test on the announced test date, due to a conflict with a religious observance or practice, check the box under "Religious Accommodation." We will make arrangements for you to take the test on a different date (usually the following day).

REASONABLE ACCOMMODATIONS IN TESTING: It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487. Outside of the Albany area, call toll free at 1-877-697-5627. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

TAKING STATE AND LOCAL EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date to make arrangements for taking all tests at one test site. All tests will be held at the state examination center. For your convenience, contact information for all local civil service agencies is available on our website at: <http://www.cs.ny.gov/jobseeker/local.cfm>.

CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE: Do NOT bring cell phones, beepers, headphones, or any electronic or other communication devices to the test site. The use of such devices at the test site in the test room, hallways, restrooms, building, grounds, or other areas could result in your disqualification.