EXAMINATION NOTICE

The City University of New York Announces
An Open Competitive Civil Service Examination for:

CUNY Locksmith

Exam # 1068
Salary: $45,372

Filing Period Opens: Wednesday, September 1, 2004
Filing Period Closes: Wednesday, September 15, 2004

Filing Fee: A $50 filing fee is required to enter the selection process. All applicants must pay the filing fee; the filing fee will not be waived under any circumstance.

Description of the Job

CUNY Locksmiths do work relating to the installation, maintenance, and repair of locks and locking devices. Specifically, they install, repair, and open locks, make keys, and change locks and safe combinations. They may supervise and be responsible for the work of assigned personnel.

How to Apply

During the filing period, you or your representative may obtain a copy of the examination notice and the application packet in person between the hours of 9:00 AM and 4:00 PM, Mondays through Fridays. Visit the Human Resources / Personnel Office of any CUNY college listed in this Notice. We regret that application packets cannot be mailed to you; no telephone requests can be accepted.

You or your representative should receive the following items in your application packet:

1. Examination notice.
2. CUNY Application for Civil Service Examination - bubble sheet (a blue & white form).
3. Training and Work Experience Data Form.
4. Training and Work Experience Test.
5. Foreign Education Evaluation Fact Sheet.

If you find that there are items missing from the application packet you received, it is your responsibility to contact any CUNY College Human Resources / Personnel Office to obtain the missing item(s).

When submitting your completed application packet, you must sign all documents requiring your signature and you must pay the filing fee in order for your application to be considered complete. You or your representative must return the following completed application forms:

1. CUNY Application for Civil Service Examination - bubble sheet (a blue & white form)
2. Training and Work Experience Data Form
3. Training and Work Experience Test
4. Filing fee.

The above items must be returned in person to the Human Resources / Personnel Office of any CUNY college listed in this Notice by the close of the filing period. If you submit your application packet late, it will not be accepted. Do not mail your completed application packet.

Your filing fee must be a postal or bank money order or certified check payable to The City University of New York or CUNY. The filing fee will not be waived or refunded under any circumstances. We regret that we cannot accept credit card payments or personal checks.

It is your responsibility to notify the University Civil Service Examinations Unit at 535 East 80th Street, New York, NY 10021, in writing, of any change in your name, address, or telephone number. CUNY will not be able to locate you if you do not inform us of your new name, address, or telephone number.

The City University of New York (CUNY)
Visit the CUNY website at www.cuny.edu

Page 1 of 5
The Selection Process

The general steps in the selection process are as follows:

Step 1. Complete and submit your completed application packet and the filing fee.
Step 2. We will score your Training and Work Experience Test if you meet the qualifications for appointment to the title.
Step 3. You will be notified by mail of your score if you meet the qualification for appointment to the title or of your disqualification from the selection process if you do not meet the qualifications.
Step 4. Your name and score will be placed on a CUNY Certified List of Eligibles in descending score order.
Step 5. When a vacancy occurs, you may be invited for an interview by a college that needs to fill the vacancy.

Your final score will be determined by the grade you receive on the Training & Work Experience Test and the veteran preference credit/legacy credits you receive, if any. Your score will determine the order in which you are certified from the eligible list for vacancies that arise. The City University of New York reserves the right to refer only a sufficient number of applicants to meet the current and near-term staffing needs.

The civil service certified list of eligibles that will be promulgated from the OPEN COMPETITIVE examination will be used to fill positions at CUNY colleges located in all five boroughs of New York City.

You must meet the minimum qualifications for the title to be eligible for appointment. If you do not meet the minimum qualifications for this title, you will be disqualified from the selection process; if you have already been appointed, you will be terminated from employment.

How to Qualify for Appointment to the CUNY Locksmith Title

By the close of the filing period, you must possess these qualifications:

1. Five years of full-time satisfactory experience as a Locksmith acquired within the last ten years; OR
2. Three years of full-time satisfactory experience as described above plus either two years of sufficient related, approved educational training or two years' full-time satisfactory related experience as a Locksmith Apprentice or Locksmith Trainee, to make a total of five years’ experience.
3. Before the close of a Civil Service examination filing period, all candidates MUST possess a valid New York City Locksmith License. This license must be maintained as a requirement of continued employment.

Note: Your education and work history will be verified by The City University of New York. If you completed college coursework in a country other than the United States and that coursework is required to qualify for an examination (for example, a minimum number of college credits), you must have your higher education coursework evaluated at your own expense to determine its equivalency to higher education coursework completed in the United States. Those services that are certified to make the evaluation are listed on the Foreign Education Fact Sheet, which may be obtained from any CUNY College Personnel Office, as part of your application packet. The certified evaluation of your foreign education must be provided to the University Civil Service Examinations Unit (525 E. 80 Street, New York, NY 10021) within 30 days after the close of the filing period.

The Training and Work Experience Test (100% of Final Ranked Rating)

The Training and Work Experience Test is to be completed as part of the application packet. The Training and Work Experience Test consists of two parts:

1. The Training and Work Experience Data Form
2. The Training and Work Experience Test

You must complete and submit both documents in order for your test to be scored.

Your final score will be determined by the Training and Work Experience Test. You will receive a score of 70 for meeting the qualifications. After the qualifications are met, you will receive credit up to a maximum of 100 based on your responses on the Training and Work Experience Test. All passing scores will be placed into five-point bands and the certified list of eligibles established according to descending banded score order.

This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

Claiming Veterans Preference Credit

If you pass this examination, you may be eligible for the veteran preference credit if you are currently a New York State resident and have full-time active duty military service in the armed forces of the United States (not the military reserves).
nor the national/state guards) and have been honorably discharged or separated between:

- December 7, 1941 to December 31, 1946 (World War II)
- June 27, 1950, to January 31, 1955 (Korean Conflict)
- December 22, 1961, to May 7, 1975 (Vietnam Conflict)
- June 1, 1983, to December 1, 1987 (Hostilities in Lebanon)*
- October 23, 1983, to November 21, 1983 (Hostilities in Grenada)*
- December 20, 1989, to January 31, 1990 (Hostilities in Panama)*
- August 2, 1990, to end of hostilities - - not yet determined (Persian Gulf Conflict)
* = requires Expeditionary Medal

OR in the U.S. Public Health Service between:

- June 26, 1950, to July 3, 1952
- July 29, 1945 to September 2, 1945

Veterans or disabled veterans who are eligible for additional credit must submit the Claim For Veteran Credit form with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list.

Effective January 1, 1998, the State Constitution was amended to permit test-takers currently in the armed forces of the United States to apply for and be conditionally granted veteran preference credit in examinations.

Veterans or disabled veterans who are eligible for additional credit must indicate that they are applying for the veteran preference credit on their official CUNY Application for Civil Service Examination (blue & white bubble form). Your application for the veteran preference must be sent to the CUNY Civil Service Exams Unit at any time between the dates of the application for examination and the date of the establishment of the resulting certified list of eligibles.

Any test-taker that applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the test-taker to provide appropriate documentary proof indicating that the service was in time of war as indicated above, and that the test-taker received an honorable discharge or was released under honorable conditions in order to be certified at a score including the veteran credit.

Claiming Legacy Credit (For Open Competitive Examinations Only)

If you pass an examination for original appointment (not promotion), you may be eligible for an additional 10 points being added to your final examination score if your parent or sibling has been killed in the line of duty as a firefighter or police officer in the service of the City of New York and you are applying for a position which would gain you entry into the public service. Legacy Credit is not applicable for promotional examinations.

1. For Parent Legacy Credit:
   A candidate shall qualify for Parent Legacy Credit if his or her parent was killed in the line of duty as a firefighter or police officer in the service of New York City.

2. For Sibling Legacy Credit:
   A candidate shall qualify for Sibling Legacy Credit if his or her sibling was killed in the line of duty as a firefighter or police officer in the service of New York City as a result of the September 11, 2001 World Trade Center attack, or as a result of the rescue effort that took place in response of the attack.

A candidate can receive Legacy Credit for no more than one parent or one sibling. A candidate can, however, receive Legacy Credit for both a parent and a sibling; in which case, the candidate may be entitled to 20 points. Legacy Credit should be requested at the time of application via the Exams Xpress system, but must be requested before the date of the eligible list is established. If a candidate requests Legacy Credit after an application for an exam has been submitted, the candidate must appear in person or write a letter indicating the candidate's name, address, social security number, the open-competitive exam title and number for which Legacy Credit is sought, and whether the request is for Parent Legacy Credit, Sibling Legacy Credit, or both. The letter must be addressed to The City University of New York Civil Service Examinations Unit, 535 East 80th Street, New York, NY 10021. Claims for Legacy Credit cannot be made once the eligible list is established. All candidates making such claims will be required to present to the Examinations Unit, prior to eligible list establishment, documentation verifying their claim. All claims for Parent or Sibling Legacy Credit will be investigated.

Appropriate supporting documentation is:

- Supporting documentation establishing the deceased's qualifying service must be from an official state or local agency or department such as:
  a. NYS Policemen's and Firemen's Retirement System
  b. NYS Worker's Compensation Board
  c. NY City Police Department
  d. NY City Fire Department
  e. NY City Board of Estimate

Note: Volunteer firefighters should contact The City University of New York, Civil Service Examinations Unit, as the required documentation will be different.

The City University of New York (CUNY)

Visit the CUNY website at www.cuny.edu

Page 3 of 5
1. Establishing proof of relationship eligibility can be satisfied through the following documents:
   a. Birth certificates
   b. Certificates of adoption
   c. Baptismal certificate
   d. Tax return or other government issued documentary proof to establish “child” status

Definitions:

To qualify for the Legacy Credit please note the following requirements:

1. Police or Fire service is defined as:
   • Service performed as an officer or member of an organized police force or department of any county, city, town, village, police district, authority or other participating employer.
   • Service performed as an officer or member of an organized fire department of any county, city, town, village, or fire district or other employer.
   • Service as an active volunteer member of a fire company at the time of his or her death.

Note: Auxiliary police are defined as peace officers and are not eligible for Legacy Credit at this time.

2. Death occurred in the line of duty is defined as:
   • Having died as the natural and proximate result of an accident sustained in the performance of duty in the service.
   • Did not cause such accident by his own willful negligence; and
   • At the time of such accident was actually a member of the policemen and firemen's retirement system.

Note: Volunteer firefighters should contact The City University of New York, Civil Service Examinations Unit as the eligibility for Legacy Credits is different.

3. Child is defined as a son or daughter of any age, usually including one formally adopted. A child may also be defined as a stepchild, a child born out of wedlock that is dependent upon the deceased, a person for whom one stands in loco parentis. Determinations for Legacy Credit eligibility will be made on a case-by-case basis.

Note on Legacy Credit Usage:

1. You may use Legacy Credit only once for appointment from a City, State, or County open-competitive civil service eligible list from a jurisdiction within the State of New York.

2. Legacy Credit will be added only to the final score of those candidates who pass all parts of the open-competitive examination.

---

Appointment Information

Eligible Lists — Once you pass the examination, your name will remain on the certified list of eligibles for up to four years during which time you may be appointed to a probable permanent position in the University.

Proof of Identity and Work Authorization — In accordance with the Immigration Reform and Control Act of 1986, if appointed to CUNY you must be able to provide proof of identity and proof of the right to obtain employment in the United States.

Probationary Period — Each position is subject to a one-year probationary period following appointment from the CUNY civil service certified list of eligibles.

English Requirement — You must be able to read, understand, and be understood in English. Qualifying English written and oral exams may be given to you if, in the opinion of the college appointing officer, you may not meet this requirement.

Fingerprinting — If you are selected for employment, you must be fingerprinted by The City University of New York. You will be informed where to report and the fee that you must bring (currently $75, imposed by the State of New York.)

Background Investigation — The University will investigate your background thoroughly. If we discover material facts about you that call into question your qualifications for the title, we will disqualify you. If you already have been appointed, we will terminate your employment.

Notice to Retirees — For this title, CUNY is not able to obtain a waiver to appoint retirees whose public service employment was with New York State or its political subdivisions including the City of New York.

---

Other

Applicants or their representatives may call the University Civil Service Examinations Unit at 212.794.5424 for further information regarding this exam.
<table>
<thead>
<tr>
<th>CUNY College Addresses</th>
<th>Hostos Comm. College</th>
<th>Lehman College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bronx Comm. College</td>
<td>W. 181 St. &amp; University Ave. 500 Grand Concourse Bedford Park Blvd. West The Bronx, NY 10453 The Bronx, NY 10451 The Bronx, NY 10468</td>
<td></td>
</tr>
<tr>
<td>Brooklyn College</td>
<td>Medgar Evers College</td>
<td>Kingsborough Comm. College</td>
</tr>
<tr>
<td>NYC College of Technology</td>
<td>Baruch College</td>
<td>Borough of Manhattan Comm. College</td>
</tr>
<tr>
<td>300 Jay Street</td>
<td>135 East 22 Street 199 Chambers Street New York, NY 10010 New York, NY 10007</td>
<td></td>
</tr>
<tr>
<td>Brooklyn, NY 11201</td>
<td>The City College</td>
<td></td>
</tr>
<tr>
<td>CUNY Central Office</td>
<td>535 East 80th Street 365 Fifth Avenue at E. 34 Street Convent Ave. &amp; 138 Street New York, NY 10021 New York, NY 10031 New York, NY 10018</td>
<td></td>
</tr>
<tr>
<td>Hunter College</td>
<td>John Jay College</td>
<td></td>
</tr>
<tr>
<td>696 Park Avenue</td>
<td>899 Tenth Avenue 31-10 Thomson Avenue New York, NY 10021 New York, NY 10019 Long Island City, NY 11101</td>
<td></td>
</tr>
<tr>
<td>New York, NY</td>
<td>La Guardia Comm. College</td>
<td></td>
</tr>
<tr>
<td>CUNY Law School</td>
<td>Queens College</td>
<td></td>
</tr>
<tr>
<td>65-21 Main Street</td>
<td>65-30 Kissena Boulevard 222-05 56 Ave. &amp; Springfield Blvd. Flushing, NY 11367 Flushing, NY 11367 Bayside, NY 11364</td>
<td></td>
</tr>
<tr>
<td>York College</td>
<td>The College of Staten Island</td>
<td></td>
</tr>
<tr>
<td>94-20 Guy Brewer Blvd.</td>
<td>2900 Victory Boulevard Staten Island, NY 10314</td>
<td></td>
</tr>
</tbody>
</table>

Applicants may call the CUNY Human Resources Management Services Office at 212.794.5524 for further information regarding the examination.

END
THE CITY UNIVERSITY OF NEW YORK

Classified Civil Service Position Description

Title
Locksmith (CUNY)

Title Codes
04905
Skilled Trades and Operative Services (038)

FLSA Status
Non-Exempt (Overtime Eligible)

Date Issued
8/18/04

General Duties and Responsibilities

Locksmiths do work relating to the installation, maintenance, and repair of locks and locking devices. Specifically, they install, repair, and open locks, make keys, and change locks and safe combinations. They may supervise and be responsible for the work of assigned personnel.

Qualification Requirements

1. Five years of full-time satisfactory experience as a Locksmith acquired within the last ten years; OR

2. Three years of full-time satisfactory experience as described above plus either two years of sufficient related, approved educational training or two years' full-time satisfactory related experience as a Locksmith Apprentice or Locksmith Trainee, to make a total of five years' experience.

3. **Before the close of a Civil Service examination filing period**, all candidates MUST possess a valid New York City Locksmith License. This license must be maintained as a requirement of continued employment.

Direct Lines of Promotion

From: None
To: None
General Work Tasks

Key Cutting and Duplication
- Selects the correct blank for making a duplicate or original key and cut key.
- Makes keys by code.
- Adjusts key machines to make accurate depths and spacing of keys.
- Generates keys by impression.
- Creates original keys by hand, using file.
- Repins cylinders.

Repair & Maintenance of Existing Locks & Related Hardware
- Identifies problems with locks, including electronic locking mechanisms.
- Repairs damaged lock hardware.
- Lubricates cylinders and locks, as needed.
- Replaces missing or damaged lock hardware, creating a part, if necessary.
- Changes safe combinations by hand or by key change.
- Adjusts hardware, so the doors close and lock properly.

Lock Installations
- Installs locks and related hardware of all types.
- Installs locks and related hardware on doors, making the necessary cutouts to accommodate all types of locking mechanisms.
- Installs locks and related hardware of all types from manufacturers' instructions and templates.
- Selects locks and related hardware based upon the type of usage, location, and codes/regulations.

Access Control
- Uses temporary cylinders to provide access to restricted areas to contractors or to others who needed temporary, limited access to facilities.
- Provides access to officials, such as management, fire, and police, in emergency situations.
- Uses picking tools to open doors, file cabinets, and desk drawers.
- Opens safes without combination by manipulation or by drilling.
- Distributes keys and access cards to appropriate personnel.
- Bypasses malfunctioning locks to provide access.

Record Keeping & Ordering
- Maintains log of keys/access cards distributed to designated personnel; keeps records of persons who had been given keys/access cards.
- Maintains data records that detailed which keys corresponded to each lock under your control.
- Tracks Locksmith Shop supplies and ordered, as needed.
- Keeps records of which cylinders were installed on each door.
- Orders hardware based upon organizational need.

Master Key System Management
- Re-keys rooms and areas within existing master key systems.
- Creates master key systems manually by using progression charts.
- Creates master key systems using computer software.
- Utilizes and expands an existing key system according to manufacturers' specifications.
Job Characteristics

**Required Knowledge**
*Principles/ facts that apply to a wide range of situations*

Incumbents must possess:
- **Mechanical** knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- **Technological** knowledge of the practical application of technology, including computer knowledge. Applying technological principles, techniques, procedures, and equipment to building security.

**Required Skills**
*Developed capacities that facilitate learning and performance*

Incumbents must be skilled in:
- Installing equipment, machines, or programs to meet specifications.
- Repairing devices or systems using the needed tools.
- Determining the kind of tools and equipment needed to do a job.
- Determining causes of operating errors and deciding upon the correct solution.

**Required Abilities**
*Attributes that influence performance*

Incumbents require the ability to:
- Keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Quickly move your hand, your hand together with your arm, or both hands to grasp, manipulate, or assemble objects.
- Make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- Make fast, simple, repeated movements of the fingers, hands, and wrists.
- Utilize all tools of the trade in a safe manner.

**Other Work Requirements**
*Physical and social factors that influence work*

- Work must often be performed in crowded public areas.
- A significant amount of time is spent standing in this job.
- Locksmiths spend time using their hands to handle, control, or feel objects, tools, or controls.
- Work is performed mostly indoors but occasional work in the outdoors is required.
- Locksmiths must be exact or accurate in the performance of their work tasks.
- Incumbents' hands often are soiled in the process of performing assigned tasks.
- Locksmith shops are frequently housed in the basement of campus buildings, where there is minimal natural light and it is often cold and damp.

**Work Values and Interests**
*Aspects of work important to a person's job satisfaction*

People who are drawn to this job typically value:
- Working conditions that offer job security and good physical working conditions.
- Organizations with supportive management.
- Independence to work on their own and make decisions.
- Supervisors who train their workers well.
- Being able to plan their work with little supervision.
- Being busy all the time.

People who are drawn to this job typically like work activities with practical, hands-on problems and solutions, using real-world materials such as tools and machinery. In addition, work tends not to involve a lot of paperwork or working closely with others.