



ERIC L. ADAMS  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

LOUIS A. MOLINA  
Commissioner

## NOTICE OF EXAMINATION

### ASSOCIATE CORRECTIONAL COUNSELOR Exam No. 6018

(For Agencies Under the Jurisdiction of the Commissioner, DCAS Only)

**WHEN TO APPLY: From: September 3, 2025**

**APPLICATION FEE: \$68.00**

**To: September 23, 2025**

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.00% of the payment amount. This service fee is nonrefundable.

**CANDIDATES WHO DEMONSTRATE THAT THEY ARE A VETERAN, UNEMPLOYED, RECEIVING PUBLIC ASSISTANCE, OR SUPPLEMENTARY SECURITY INCOME, ARE ENTITLED TO A WAIVER OF THE APPLICATION FEE.**

**YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.**

#### WHAT THE JOB INVOLVES:

Associate Correctional Counselors, under supervision, with latitude for the exercise of independent judgment and initiative, supervise Correctional Counselors and other employees in the performance of tasks related to correctional counseling, guidance, and information and referral services, and provide a full range of social services to inmates. They supervise, review and evaluate the activities of Correctional Counselors and other employees assisting inmates with personal and social adjustments to incarceration; advise on and assist in planning and conducting correctional programs; coordinate and schedule duties of subordinates; participate in or conduct in-service training programs; maintain records; write letters and reports; work on special assignments as requested; may attend inmate council meetings; may perform the duties of a Correctional Counselor when necessary; and may substitute for the supervisor in the temporary absence of the supervisor. All Associate Correctional Counselors perform related work.

#### Special Working Conditions:

Associate Correctional Counselors may be required to work various shifts including nights, Saturdays, Sundays, and holidays. Correctional facilities are located in all five boroughs, nine of which are located on Rikers Island. These facilities operate 24 hours/7 days a week. Courts are located in all five boroughs. Locations and shift assignments are based on the needs of the agency.

Some of the physical activities performed by Associate Correctional Counselors and environmental conditions experienced are: standing and walking for extended periods of time; walking up and down stairs; working outdoors as well as indoors; and working in extreme temperatures.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

#### THE SALARY:

The current minimum salary is \$59,359 per annum. This rate is subject to change.

#### HOW TO QUALIFY:

You are responsible for determining whether or not you meet the education and experience requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you will not receive a score.

**As per Section 54(2) of the Civil Service Law, the education requirement needed to qualify must be met by September 23, 2026. The experience requirement needed to qualify must be met by the last day of the Application Period (September 23, 2025).**

#### EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A four year high school diploma or its educational equivalent and five years of satisfactory full-time experience providing direct counseling, guidance, crisis-intervention or informational and referral

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

services, to substance abusers or to inmates of a correctional facility or to a similar client population including, but not limited to clients of juvenile detention or parole mandated programs;  
**or**

2. Education and experience equivalent to "1" above. Thirty (30) semester credits from an accredited college or university will be considered equivalent to one year of the required experience. However, all candidates must have a four year high school diploma or its educational equivalent and at least two years of experience as described in "1" above.

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

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. This is required only if you need credit for your foreign education in this examination. For more information see the Foreign Education Evaluation Guide in the Required Information section.

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation:  $21/35 \times 12 = 7.2$  months.

**You have until midnight Eastern time on the last day of the Application Period (September 23, 2025) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.**

**If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (September 23, 2025), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.**

#### **Prison Rape Elimination Act:**

Appointment into this title is subject to the Federal Regulations of the Prison Rape Elimination Act (PREA), Section 115.317 on Hiring and Promotion. As per PREA, the Department of Correction will not hire or promote anyone who may have contact with residents, and who has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997); or who has been convicted or civilly or administratively adjudicated to have engaged or attempted to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse.

#### **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 an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

#### **HOW TO APPLY:**

If you believe you meet the requirements in the "How to Qualify" section, apply using the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application, payment, and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and resolved. Please keep this information and the application period deadline in mind when creating your account.**

The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements visit the Fee Waiver FAQ on the Online Application System at: <https://a856-exams.nyc.gov/OASysWeb/faqs>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online.

The centers will be open Monday through Friday from 9:00 AM to 5:00 PM:

<p><b><u>Manhattan</u></b>                  2 Lafayette Street                  17th Floor                  New York, NY 10007</p>	<p><b><u>Brooklyn</u></b>                  210 Joralemon Street                  4th Floor                  Brooklyn, NY 11201</p>	<p><b><u>Queens</u></b>                  118-35 Queens Boulevard                  5th Floor                  Forest Hills, NY 11375</p>
<p><b><u>Staten Island</u></b>                  135 Canal Street                  3rd Floor                  Staten Island, NY 10304</p>	<p><b><u>Bronx</u></b>                  1932 Arthur Avenue                  2nd Floor                  Bronx, NY 10457</p>	

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS via [nyc.gov/CivilServiceNowNYC](https://nyc.gov/CivilServiceNowNYC) and select the applicable subject.

**Special Circumstances Guide:**

This guide is located on the DCAS website at: [https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf\\_c\\_special\\_circumstances\\_guide.pdf](https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf) and available at the DCAS Computer-based Testing & Application Centers. This guide gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

**REQUIRED INFORMATION:**

- 1. Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
- 2. Education and Experience Exam:** Fill out all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (September 23, 2025) to clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it in the Online Application System (OASys).

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (September 23, 2025), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

- 3. Foreign Education Evaluation Guide (Required only if you need credit for your foreign education in this examination):** 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. The services that are approved to make this evaluation are listed on the Foreign Education Evaluation Guide which is located on the DCAS website at <https://www.nyc.gov/assets/dcas/downloads/pdf/employment/nyc-dcas-foreign-education-evaluation-guide.pdf>. When you contact the evaluation service, ask for a **"document-by-document" (general)** evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last day of the Application Period (September 23, 2025).

**THE TEST:**

Your score will be determined by an Education and Experience Exam. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

**Education and experience used to gain additional credit must be obtained by the last day of the Application Period (September 23, 2025).**

<p><b>If you have satisfactory full-time experience at a correctional facility in direct counseling, guidance, crisis-intervention or informational and referral services, to substance abusers or to inmates of a correctional facility or to a similar client population including, but not limited to clients of juvenile detention or parole mandated programs for:</b></p>	<p><b>You will receive up to:</b></p>
At least 1 year but less than 2 years	10 points
At least 2 years but less than 3 years	13 points
At least 3 years but less than 4 years	16 points
At least 4 years but less than 5 years	19 points
5 or more years	21 points

**If you have satisfactory full-time experience at a noncorrectional facility in direct counseling, guidance, crisis-intervention or informational and referral services, to substance abusers or to inmates of a correctional facility or to a similar client population including, but not limited to clients of juvenile detention or parole mandated programs for:** **You will receive up to:**

At least 1 year but less than 3 years	5 points
At least 3 years but less than 5 years	8 points
5 or more years	11 points

**Graduate credits completed at an accredited college or university: You will receive:**

Completion of 3 to 11 semester credits	8 points
Completion of 12 to 23 semester credits	10 points
Completion of 24 or more credits	12 points

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation:  $21/35 \times 12 = 7.2$  months.

You will receive a maximum of one year of experience credit for each year you worked. Each year of experience will be credited under only one category which will be the highest appropriate category.

**Education and experience used to meet the minimum requirements cannot be used to gain additional credit.**

**You have until midnight Eastern time on the last day of the Application Period (September 23, 2025) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information online.**

**If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (September 23, 2025), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.**

#### **CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:**

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Self-Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess)
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs)
- If you are unable to recall and/or no longer have access to the email address associated with your OASys account, please contact us via the following link: [nyc.gov/CivilServiceNowNYC](http://nyc.gov/CivilServiceNowNYC) using the "Account Access, User ID, Password, or Registration Issue" subject or call (212) 669-1357 (Monday - Friday from 9 AM - 5 PM EST).

#### **CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:**

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>

#### **THE TEST RESULTS:**

If you pass the Education and Experience Exam, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by email of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: <https://www.nyc.gov/site/dcas/employment/more-about-civil-service.page>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

#### **ADDITIONAL INFORMATION:**

**This Examination is for positions with the Department of Correction (DOC) only.** If you would like to apply for Associate Correctional Counselor in NYC Health + Hospitals, you must submit a separate application and fee for Exam No. 6019 from September 3, 2025 through September 23, 2025.

**Selective Certification for Special Experience and/or Education:** If you possess any one or more of the experiences and/or education listed below, you may be considered for appointment to positions requiring these experiences and/or education through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for these positions. If you wish to apply for Selective Certification, follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in Selective Certification and Final Submit it in the Online Application System (OASys). **Your experience(s) and/or education will be checked by the appointing agency at the time of appointment.**

**Municipal Government Experience (MGE):** At least one (1) year of satisfactory, full-time experience working within a municipal government in a similar position, which provides services for a city with over 1 million in population.

**Federal Government Experience (FGE):** At least one (1) year of satisfactory, full-time experience working within the federal government of the United States in a similar position.

**AmeriCorps (AMC):** Successful completion of at least ten (10) months of satisfactory, full-time experience as a NYC Service AmeriCorps member at a City agency or non-profit organization, which includes 100+ hours of workforce preparedness trainings.

**Civil Service Pathways Fellowship (FEL):** Successful completion of at least one (1) year of the Civil Service Pathways Fellowship program.

**Selective Certification for a Baccalaureate Degree (1BA):** Possession of a Baccalaureate Degree from an accredited college or university.

**The above Selective Certification requirements may be met at anytime during the duration of the list.** If you meet the Selective Certification requirement at some future date, please submit a request by contacting DCAS via the following link: [nyc.gov/CivilServiceNowNYC](http://nyc.gov/CivilServiceNowNYC) using the "Selective Certification" subject. Please include the examination title and number, your full name, OASys Profile ID number, and the Selective Certification(s) you are requesting in your submission.

#### **Application Receipt:**

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

#### **PENALTY FOR MISREPRESENTATION:**

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

---

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at [nyc.gov/dcas](http://nyc.gov/dcas) and copies are available at the DCAS Computer-based Testing & Application Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 51274; Correctional Services Occupational Group.

**For information about other exams, and your exam or list status, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)**