



Open To The Public

Examination No. and Title	Salary Grade	Salary*	Non-Refundable Processing Fee
25-717 Beverage Control Investigator Trainee 1	<i>Equated to</i> G-12	\$37,527	\$35
25-718 Beverage Control Investigator Trainee 1 (Chinese Language)	<i>Equated to</i> G-12	\$37,527	
25-719 Beverage Control Investigator Trainee 1 (Farsi Language)	<i>Equated to</i> G-12	\$37,527	
25-720 Beverage Control Investigator Trainee 1 (Korean Language)	<i>Equated to</i> G-12	\$37,527	
25-721 Beverage Control Investigator Trainee 1 (Russian Language)	<i>Equated to</i> G-12	\$37,527	
25-722 Beverage Control Investigator Trainee 1 (Spanish Language)	<i>Equated to</i> G-12	\$37,527	

Written Test To Be Held

MAY 17, 2014**

Applications MUST Be Submitted or Postmarked By

APRIL 2, 2014

****Due to the size of the candidate population for this test date, you may be assigned to either Saturday, May 17, 2014, or Sunday, May 18, 2014, to take your test. Your admission notice will tell you where and when you are scheduled to appear. You cannot request a day or time in advance or change your scheduled day or time.**

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

**Effective 4/1/14*

Appointees who work in the five boroughs of New York City or in Nassau, Suffolk, Rockland, or Westchester Counties will receive an additional \$3,026 annual downstate adjustment.

MINIMUM QUALIFICATIONS: On or before May 17, 2014, you must have:

- Either A.** two years of field investigation experience which included the preparation of detailed, narrative reports;
- Or B.** an associate's degree or higher in criminal justice, public justice, economics, public administration, or accounting.

Qualifying Experience: Experience in such positions as police officer certified by New York State, insurance investigator, licensed and registered private investigator, federal or state investigator, child protective services investigator, or in an investigative position involving trial preparations and detailed reports are examples which meet the Minimum Qualifications.

Non-Qualifying Experience includes but may not be limited to: security guard or related security position, tax collector, collector of delinquent accounts, credit checker, legal assistant/attorney, hotel or store detective, loss prevention officer, correction officer, inspector, or experience in adoption and/or foster care placement.

IMPORTANT: These positions require extensive travel and include working nights, weekends, and varied shifts. At the time of appointment and continuously thereafter, you will be required to have a valid license to operate a motor vehicle in New York State. To comply with Alcoholic Beverage Control regulations, you must be at least 21 years old at the time of appointment.

Additional Requirements: If you pass the written test, you will be notified to appear for physical, psychological and drug screening prior to appointment. See notes 10-13 for additional information.

Upon successful completion of the 12-month training as a Beverage Control Investigator Trainee 1, you will automatically advance to Beverage Control Investigator Trainee 2 at a salary of \$39,713. Upon satisfactory completion of the 12-month training as a Beverage Control Investigator Trainee 2, you will be advanced to the full title of Beverage Control Investigator, without further examination, at a salary of \$46,859.

An appointee's performance in the trainee position and in prescribed training and development programs will be observed and evaluated. The prescribed training and development program will include extensive on-the-job training and carefully designed and monitored work experience. An appointee not meeting required standards can be terminated at any time after the initial eight weeks and before completion of the traineeship.

Appointment Level: You may, at the discretion of the hiring agency, be appointed at the Trainee 2 level or at the full performance level if you meet the following criteria prior to appointment **AND** are at least 21 years of age:

For the Trainee 2 Level (Equated to Grade 13):

- Either 1.** associate's degree in criminal justice, public justice, economics, public administration, or accounting **AND** one year of field investigation experience which included the preparation of detailed narrative reports;
- Or 2.** three years of field investigation experience which included the preparation of detailed narrative reports;
- Or 3.** bachelor's degree in criminal justice, public justice, economics, public administration, or accounting.

For the Beverage Control Investigator (Grade 16):

- Either 1.** associate's degree in criminal justice, public justice, economics, public administration, or accounting **AND** two years of field investigation experience which included the preparation of detailed narrative reports;
- Or 2.** Four years of field investigation experience which included the preparation of detailed narrative reports;
- Or 3.** bachelor's degree in criminal justice, public justice, economics, public administration, or accounting **AND** one year of field investigation experience which included the preparation of detailed narrative reports.

NOTES:

1. **Important:** As the processing fee is non-refundable, 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.
2. Your degree must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write to the Examination Information Desk of the NYS Department of Civil Service for a list of acceptable companies who provide this service. This information can also be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee. If you are applying on the Internet, you must mail the independent verification of equivalency to the New York State Department of Civil Service, Albany, New York 12239. Attention: S2LAK.
3. If you expect to meet the educational requirements by December 31, 2014, you can be admitted to the written test but you cannot be considered for appointment until you submit proof of successful completion of the educational requirements to the New York State Division of Alcoholic Beverage Control.
4. Beverage Control Investigator Trainee 1, Trainee 2, Beverage Control Investigator, and all language parenthetics at the Trainee 1, Trainee 2, and full performance level are peace officers and must be qualified to hold such office in accordance with State law. US citizenship is required. Conviction of a felony may bar appointment. You will be required to complete the peace officer training as part of your probationary period.
5. Beverage Control Investigator Trainee 1, Trainee 2, Beverage Control Investigator, and all language parenthetics at the Trainee 1, Trainee 2, and full performance level are public officers under State law. At appointment you must be a resident of New York State.
6. A transition examination is also being held for these positions. Although a transition examination is being held, it is expected that appointments will be made as a result of these examinations open to the public.
7. The Division of Alcoholic Beverage Control has the option of making appointments from either the list resulting from this examination open to the public or the list resulting from the transition examination. If you meet the requirements for both examinations, you may wish to file for both. The processing fee must be paid for this examination unless you are eligible for a fee waiver.
8. If you pass the examination for Nos. 25-718 Beverage Control Investigator Trainee 1 (Chinese Language), 25-719 Beverage Control Investigator Trainee 1 (Farsi Language), 25-720 Beverage Control Investigator Trainee 1 (Korean Language), 25-721 Beverage Control Investigator Trainee 1 (Russian Language), 25-722 Beverage Control Investigator Trainee 1 (Spanish Language) you will be required to demonstrate your Chinese, Farsi, Korean, Russian, or Spanish language proficiency at a level that will ensure your ability to perform properly the duties of the position. Only enough candidates to fill current vacancies will be called to the proficiency test.

NOTES: (Continued)

9. If you are qualified for Nos. 25-718 Beverage Control Investigator Trainee 1 (Chinese Language), 25-719 Beverage Control Investigator Trainee 1 (Farsi Language), 25-720 Beverage Control Investigator Trainee 1 (Korean Language), 25-721 Beverage Control Investigator Trainee 1 (Russian Language), 25-722 Beverage Control Investigator Trainee 1 (Spanish Language), an application will automatically be submitted for Beverage Control Investigator Trainee 1 at no additional cost.
10. **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. The physical/medical standards include Cardiovascular – candidates must have a functional and therapeutic cardiac classification no greater than NYS Class IA. This determination must be made clinically or by cardiac stress test. Candidates with uncontrolled high blood pressure will be restricted pending remediation. Respiratory System – the respiratory system must be free of chronically disabling conditions that would interfere with the candidate's ability to perform the essential function of the position. To obtain a complete statement of the physical and medical standards write to the Medical Review Unit, NYS Department of Civil Service, 55 Mohawk Street, Suite 201, Cohoes, NY 12047. 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.
11. **Drug Testing:** Prior to appointment, you will be required to participate in a drug screening test and are responsible for the clinical lab fee. Failure to meet the standards may result in your disqualification.
12. **Psychological Evaluation:** Prior to appointment, you will be required to participate in a psychological evaluation to determine your fitness to perform the essential duties of the position. Failure to meet the standards may result in your disqualification.
13. **Background Investigation:** Because of the nature of the positions there is an investigative screening that may include a thorough character investigation. All convictions must be reported. Conviction of a felony or misdemeanor or any falsified or omitted information may bar appointment or result in removal after appointment. Each case is determined on its own merits, consistent with the applicable provisions of state and federal laws.
14. Appropriate part-time and volunteer experience, which can be verified, will be accepted on a prorated basis.

THE POSITIONS: These positions exist in the Division of Alcoholic Beverage Control in Albany, New York City, Buffalo, and Syracuse.

DUTIES: As a **Beverage Control Investigator Trainee** and all language parenthetics, you would serve in a traineeship during which you assist one or more Beverage Control Investigators in the performance of their duties. During the traineeship, incumbents are expected to acquire a working knowledge of Alcoholic Beverage Control Law. You would examine records of alcoholic beverage establishments, analyzing inventory, pricing and receipt data to ascertain whether the licensee or pending licensee is complying with disclosure and other requirements. You would also assist Investigators in obtaining information concerning non-compliance with the Alcoholic Beverage Control Law or regulations by licensees. In addition, you may be required to participate in undercover surveillance operations. Incumbents of these positions will be required to utilize laptop and desktop computers on a regular basis. Incumbents may also be required to travel in specific regions throughout New York State.

As a **Beverage Control Investigator** and all language parenthetics, you would obtain information concerning applications for license to sell alcoholic beverages at retail. You would conduct investigations to obtain information concerning non-compliance with the Alcoholic Beverage Control Law or regulations by licensees. You would examine records of alcoholic beverage establishments, analyzing inventory, pricing, and receipt data to ascertain compliance with disclosure and other requirements. You will be required to participate in undercover surveillance operations. In addition, Beverage Control Investigators may be expected to conduct training relevant to the Alcoholic Beverage Control Laws to police jurisdictions, licensees and trade associations, and other community entities. Incumbents of these positions will be required to utilize laptop and desktop computers on a regular basis. Incumbents may also be required to travel in specific regions throughout New York State.

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. **Evaluating information and evidence** – These questions test for the ability to evaluate and draw conclusions from information and evidence. Each question consists of a set of facts and a conclusion based on the facts. The candidate must decide if the conclusion is warranted by the facts.
2. **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.
3. **Understanding and interpreting written material** – These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

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.

TEST GUIDE: *A Guide to the Written Test for the Investigator Series* is available on the Department website at <http://www.cs.ny.gov/testing/statetestguides.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 [press 2, then press 3] or toll free at 1-877-697-5627 [press 2, then press 3].

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, call 518-474-6470 in the Albany area or toll free at 1-877-697-5627 [press 2, then press 1].

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 in 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, marital status, domestic violence victim status, genetic predisposition or carrier status, or arrest and/or criminal conviction record 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 [press 2, then press 2]. Outside of the Albany area, call toll free at 1-877-697-5627 [press 2, then press 2]. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

MULTIPLE 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.