



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

REQUIRED FORMS

APPLICATION FORM

EDUCATION AND EXPERIENCE
TEST PAPER

COLLECTING AGENT Exam. No. 7030 New York City Transit Authority

WHEN TO APPLY: From: October 3, 2007 **APPLICATION FEE: \$40.00**
To: October 23, 2007 Payable by mail by money order to DCAS (EXAMS) or
payable online by credit card, bank card or debit card.

WHAT THE JOB INVOLVES: Collecting Agents, under supervision, perform routine work involved in the collection, transportation and delivery of revenue and fare media from various New York City Transit Authority facilities and various points on the New York City Transit Authority subway, elevated and surface lines to the central revenue and fare media bureau and from the revenue bureau to banks or depositories; stock Metrocard Vending Machines (MVM) and provide security for MVM technicians; complete forms; keep records; make reports; serve as armed revenue guards; drive armored trucks; and perform related work.

Some of the physical activities performed by Collecting Agents and environmental conditions experienced are: lifting and carrying revenue bags and cash boxes; working as a crew member on armored trucks; walking a fast pace; standing for long periods; frequently stepping up to and down from two-foot heights; and working outdoors in all kinds of weather and at night.

Special Working Conditions: Collecting Agents may be required to work rotating shifts including nights, Saturdays, Sundays, and holidays.

(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 \$17.3125 per hour for a 40-hour week with increments to \$24.7350 per hour for a 40-hour week after four years. This rate is subject to change. In addition, incumbents receive night and weekend differentials, paid holidays, vacation and sick leave, a comprehensive health plan and a pension plan.

HOW TO APPLY: If you believe you are eligible to take this examination, there are two ways to apply for this examination:

1. **Online at the DCAS WEBSITE:** If you wish to apply online, go to the Online application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** refer to the "Required Form" section below for the form that you must fill out. Return the completed form and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007.

Persons retired from public service are advised to consult with their pension systems regarding the pension implications of a possible appointment as a Collecting Agent with the New York City Transit Authority. Questions regarding pension implications cannot be answered by DCAS.

DCAS will not accept applications in person from candidates.

HOW TO QUALIFY:

Experience Requirements: By the **last day of the Application Period**, you must have:

1. Three years of full-time, satisfactory experience as an armed armored car guard, armed security guard, armed peace officer, armed military police officer or comparable armed work experience in a related field; or three years of full-time satisfactory experience in the New York City Transit Authority as a Station Agent or Transit Property Protection Agent; or
2. Two years of experience described in "1" above, plus at least two years of full-time, satisfactory paid experience as an unarmed armored car guard of security guard, peace officer, military police officer or in a position performing comparable work.

Following are examples of some types of experience that are **not** acceptable: bail bond investigator, bodyguard, chauffeur, or private investigator.

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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Handgun License Requirement: At the time of appointment, you must possess a valid Carry Business, Limited Carry Business, Special Carry Business, Carry Guard or Special Carry Guard Handgun License issued by the New York City Police Department, or issued by a jurisdiction in New York State, valid for carry in New York City. This license must be maintained for the duration of employment. Failure to maintain this license while employed in the title of Collecting Agent may result in dismissal.

Driver License Requirement: At the time of appointment, you must possess a Class B Commercial Driver License (CDL) with an airbrake endorsement or a CDL learner's permit with no airbrake restrictions, valid in the State of New York. If you possess a learner's permit you will be appointed subject to the receipt of a New York State Class B Commercial Driver License with an airbrake endorsement within the probationary period. This New York State Class B Commercial License (with an airbrake endorsement and no restrictions) must be maintained for the duration of employment.

Medical Requirement: Medical guidelines have been established for the position of Collecting Agent. You will be examined to determine whether you can perform the essential functions of the position of Collecting Agent. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and /or to perform the essential functions of the job.

Drug Screening Requirement: You must pass a drug screening in order to be appointed.

Residency: City residency is not required for this position.

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 the New York City Transit Authority.

REQUIRED FORMS:

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. Fill out sections A, B and C. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.

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

10 points for additional experience of at least two years but less than three years of full time satisfactory experience as an armed armored car guard or armed security guard, armed peace officer, armed military police officer or comparable armed work experience in a related field; or

20 points for three years or more of additional full-time, satisfactory experience as described in "1" above.

An additional 10 points will be credited for qualified candidates who at the time of filing possess a Class B Commercial Driver License with airbrake endorsement, and with no restrictions or encumbrances, valid in the State of New York .

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Each year of experience will be credited under only one category which will be the highest appropriate category. Experience used to meet the minimum requirements cannot be used to gain additional credit.

THE TEST RESULTS: If you pass the experience test, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Application Receipt: You will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.

Title Code No. 41111; The Rapid Transit Railroad Service; Group I - Per Diem and Per Hour Positions.

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