



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

REQUIRED FORMS

APPLICATION FORM

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

## NOTICE OF EXAMINATION

**PROMOTION TO SUPERVISING ASSOCIATE CASHIER  
(TRANSIT AUTHORITY)  
Exam. No. 3524  
New York City Transit Authority  
SECOND AMENDED NOTICE (APRIL 28, 2004)**

**WHEN TO APPLY:** From: January 7, 2004      **APPLICATION FEE: \$30.00**  
To: January 27, 2004      *Payable only by money order to D.C.A.S. (EXAMS)*

**THE TEST DATE:** Essay test expected to be held on **Thursday, June 24, 2004.**

The Notice of Examination is amended to change the Essay test date from Saturday, April 24, 2004 to Thursday, June 24, 2004.

**WHAT THE JOB INVOLVES:** At Assignment Level I: Supervising Associate Cashiers, under general supervision, with latitude for the exercise of independent or unreviewed action or decision, act in the capacity of bill cage cashiers, supervisors of subordinate Associate Cashiers (TA), and trainers of their subordinates. They also keep records, prepare reports and perform related work. In the absence of their supervisor, they may assume the duties of that position.

(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 \$37,029 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will be made to Assignment level 1. After appointment, employees may be assigned to the higher level at the discretion of the agency.

**HOW TO APPLY:** If you believe you are eligible to take this examination, 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 **by mail only**. Applications will not be accepted in person.

**ELIGIBILITY TO TAKE EXAMINATION:** This examination is open to each employee of the New York City Transit Authority who **on the date of the essay test:**

- (1) is permanently (not provisionally) employed as a permanent civil service Associate Cashier (Transit Authority) in the Transit Authority Revenue Department or appears on a Preferred List for that title (see Note, below); and
- (2) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

If you do not know your permanent title or whether you are on a Preferred List, check with **your agency's personnel office**. If you are marked "not eligible," your application fee will not be refunded and your test papers will not be rated.

You may be given the test before a review of your eligibility.

**ELIGIBILITY TO BE PROMOTED:** In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in an eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion.

**REQUIRED FORM:**

**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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**THE TEST:** You will be given an essay test. A score of at least 70% is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the essay test to have your seniority credited. Your seniority score will be 70 plus 1/2 point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in civil service competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

The essay test may include questions on Revenue Department procedures and practices, including interdepartmental revenue functions; Money Room security requirements and safeguards; principles of supervision, including assigning and scheduling; planning, organizing and monitoring work in the Money Room; report writing and record keeping; performing complex arithmetical calculations; characteristics of genuine and counterfeit money; Money Room safety practices; and other related areas.

**ADMISSION CARD:** You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

**THE TEST RESULTS:** If you pass the essay test and are marked eligible, 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.

**SPECIAL ARRANGEMENTS:**

**Late Filing:** Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- (1) You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
- (2) You are appointed to an eligible title after the above application period but on or before the date of the essay test.

**Special Test Accommodations:** If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

**Make-up Test:** You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment;
- (3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
- (4) absence due to ordered military duty; or
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14<sup>th</sup> floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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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. 10623; The Rapid Transit Railroad Service; Group II - Per Annum Positions.

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