



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

REQUIRED FORMS
APPLICATION FORM
EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

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Commissioner

NOTICE OF EXAMINATION

RAILROAD STOCK WORKER
Exam. No. 6042
New York City Transit Authority

WHEN TO APPLY: From: **October 4, 2006** **APPLICATION FEE: \$ 35.00**
To: **October 24, 2006** *Payable only by money order to D.C.A.S. (EXAMS)*

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, January 6, 2007.**

WHAT THE JOB INVOLVES: At Assignment Level I, under direct supervision, Railroad Stock Workers assist in receiving, checking, classifying, storing and distributing materials and supplies at the central warehouses and/or storerooms of the New York City Transit Authority system; load and unload trucks; unpack, count, sort, mark and place materials and supplies received on pallets, shelves and in bins; pick supplies from shelves to fill requisitions; lift and carry bulky and heavy railroad/bus parts and tools; check materials received and note breakage and differences in quantity; operate hydraulic lifts and electric fork trucks; keep storage areas and materials clean and orderly; assist in preparing inventories; assist in maintaining records of supplies and equipment received and issued; make entries in a quantity ledger; enter data into stock-tracking computer system; and perform related work.

Some of the physical activities performed by Railroad Stock Workers and environmental conditions experienced are: moving materials in and around the warehouses and storerooms; loading and unloading vehicles; operating material handling equipment such as lifts, retrievals, carousels and wrapping machinery; climbing and descending ladders; lifting material and/or packages weighing up to 40 pounds; and working outside in all weather conditions.

(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 \$15.9500 per hour. This rate is subject to change. There are two assignment levels within this class of positions. Assignment Level II has additional requirements. (See the Additional Information section below.) Appointments will be made to Assignment Level I.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

HOW TO QUALIFY:

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

- (1) Three years of full-time satisfactory experience as a stock assistant, stock clerk, or stock worker in an industrial, manufacturing or wholesaling business or similar large-scale environment which stocks railroad, bus, automotive, machine, aircraft or marine maintenance tools and production parts, plumbing, hardware, or sheet metal supplies and tools; or
- (2) Two years of full-time satisfactory experience as described in "1" above and a four year high school diploma or its educational equivalent.

NOTE: Some of the types of experience which are not acceptable for this Notice include: retail stock clerk experience manually replacing inventory on shelves in a retail environment or establishment, such as a supermarket, clothing store, or similar general retail store or establishment.

You may be given the test before we review your qualifications. 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

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 City of New York.

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 and B. 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.
- (3) **Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements):** 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 Fact Sheet included with your application packet. 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 date for applying for this examination.

THE TEST: You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test may include questions on stock handling in the following areas: receiving, distribution, issuing, and storing methods; shipping, loading, and unloading; safety in operating equipment and performing work; ability to read and understand operating instructions; processing paper work and reports; keeping records; basic job-related arithmetic, including weights and volume measurements; knowledge of tools and commodity classes used in stock; 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 meet the education and experience requirements and pass the multiple-choice 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.

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."

ADDITIONAL INFORMATION:

Assignment Level II: Appointments will be made to Assignment Level I. To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements as stated above, either one year served at Assignment Level I or one additional year of experience as described in "1" of the "How to Qualify" section above, in a storage facility handling a significant volume of parts and supplies. They must also have Motor Vehicle Drivers License valid in the State of New York. This license must be maintained for the duration of this employment and have no restrictions which would preclude the performance of Railroad Stock Worker duties.

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. 12216; 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**