



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

MICHAEL R. BLOOMBERG
Mayor

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Commissioner

**NOTICE
OF
EXAMINATION**

**COLLECTING AGENT
Exam. No. 3010
New York City Transit Authority**

WHEN TO APPLY: From: March 3, 2004 **APPLICATION FEE: \$35.00**
To: March 23, 2004 *Payable only by money order to D.C.A.S. (EXAMS)*

WHAT THE JOB INVOLVES: Collecting Agents, under supervision, perform routine work involved in the collection, transportation and delivery of revenue 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 bureau and from the central revenue bureau to banks or depositories; stock Metrocard Vending Machines (MVMs) and provide security for MVM technicians; keep records; make reports; serve as armed revenue guards; and perform related work.

Some of the physical activities performed by Collecting Agents and environmental conditions experienced are: handling, carrying and transporting bags containing revenue weighing upwards of 30 pounds per hand; working as a crew member on armored trucks or special collection trains; driving armored trucks; walking at 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.

(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 appointment rate is \$15.6925 per hour for a 40-hour week with increments to \$23.0900 per hour for a 40-hour week after four years. In addition, incumbents receive night and weekend differentials, paid holidays, vacation and sick leave, a comprehensive health plan and a pension plan. These rates are subject to change.

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**. Applications will not be accepted in person.

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.

HOW TO QUALIFY:

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

1. Three years of full-time, satisfactory paid 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 or security guard, peace officer, military police officer or comparable work.

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

REQUIREMENTS TO BE APPOINTED:

Handgun License Requirement: At the time of appointment, eligibles 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. 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Driver License Requirement: At the time of appointment, eligibles must possess a Class B Commercial Driver License with no restrictions or encumbrances valid in the State of New York, or a learner's permit with no restrictions or encumbrances issued by the State of New York. Those candidates appointed with a learner's permit must obtain a Class B Commercial Driver License with no restrictions or encumbrances within the one year probationary period. If you have moving violations, license suspension(s) or an accident record you may be disqualified. This license must be maintained for the duration of employment.

Medical Requirement: Medical guidelines have been established for the position of Collecting Agent. Candidates will be examined to determine whether they 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: Candidates 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, the examination title and number on the box at the top right side of the cover page. Fill out Section 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.

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 paid 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 paid 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 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. Experience used to meet the minimum requirements cannot be used to gain additional credit.

Experience must be obtained by the last day of the application period.

THE TEST RESULTS: If you pass the experience 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.

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 of 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.

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Title Code No. 41111; The Rapid Transit Railroad Service; Group 1 - Per Diem and Per Hour Positions

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