



Notice of Examination

Associate Cashier (Transit Authority), Exam No. 3612

Application Deadline:

July 15, 2023

Type of Test:

Multiple-Choice Test

Application Fee:

\$47.00

Multiple-Choice Test Date:

(subject to change)

Saturday, November 18, 2023 or
Sunday, November 19, 2023

Note: Unless otherwise specified, you will be randomly scheduled to test on one of the dates indicated above.

JOB DESCRIPTION

Associate Cashiers (Transit Authority), at Assignment Level 1, under direct supervision, perform revenue work which may involve handling, distinguishing, sorting, counting, packaging, consolidating and tracking coins, bills, checks, vouchers, fare media and other currency-related items collected daily from New York City Transit buses and subways. They operate high-production machinery to process currency and to encode fare media; compare physical currency counts with paper counts and prepare proofs; verify, transpose and record data; report data discrepancies; weigh, seal, lift and carry cash boxes, currency, coin, coin bags and fare media; and perform related work.

Some of the physical activities performed by Associate Cashiers (Transit Authority) and environmental conditions experienced are: visually inspect objects; apply ample wrist, hand and finger dexterity to operate machinery and count objects; work in a closed-circuit television surveillance and time-lapse recording environment with metal detectors and armed guards; work in a noise regulated environment; on a daily basis, push and pull heavy carts used to transport currency and coin; and must be capable of lifting, carrying and stacking up to 50 pounds on a consistent basis.

Special Working Conditions: Associate Cashiers (Transit Authority) may be required to work various shifts including nights, Saturdays, Sundays and holidays.

(This brief description does not include all of the duties of this position.)

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: June 1, 2023

SALARY AND BENEFITS

The current minimum salary for Associate Cashier (Transit Authority) is \$34,279 per annum. Upon completion of two years of employment in this title, the salary will increase to \$39,421 per annum. These rates are subject to change. There are two assignment levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level at the discretion of MTA New York City Transit.

The benefits of this position include, but are not limited to, night and weekend salary differentials, paid holidays, vacation and sick leave, a comprehensive medical plan and a pension plan.

HOW TO QUALIFY

Education and Experience Requirements: By the **last day of the Application Period**, you must meet the following requirements:

1. Two years of full-time experience processing currency in a large-sum money room involving the operation of high-production currency processing machinery; or
2. Two years of full-time experience processing currency in a full-service currency processing institution, including night-drop deposit processing, ATM processing, and proofing or cash/coin vault processing; or
3. A four year high school diploma or its educational equivalent and one year of the experience described in (1) or (2) above.

If you have qualifying part-time experience, it will be credited on a prorated basis.

Examples of experience that may be acceptable: Bank Teller performing a broad range of duties at a full-service bank or financial institution; Vault Teller in the vault/money room of a bank or other financial institution; Cage-Cashier in the money room/cage of a casino; Money Counter in the money room/cage of a racetrack.

Examples of experience which are NOT acceptable to qualify for an appointment to this position include: cashier/clerk at a retail business store, racetrack, casino, or limited-services bank or check-cashing agency whose duties are to handle routine payment transactions with customers; experience in accounting, auditing, bookkeeping, credit collecting, toll collecting or ticket selling or other jobs where the main job duty does not include handling, counting and verifying large amounts of cash.

The high school must be approved by a State's Department of Education or a recognized accrediting organization.

You are responsible for determining whether you meet the qualification requirements for this examination prior to applying. You may be given the multiple-choice test before we determine if you meet the qualification requirements. If you are marked "Not Qualified," your application fee will **not** be refunded, and you will **not** receive a score.

Foreign Education Fact Sheet (required only if you need credit for your foreign education for this examination): 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.

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Application Period Opened: June 1, 2023

HOW TO QUALIFY (Continued)

The services that are approved to make this evaluation, as well as instructions on how to submit this evaluation are listed in the Foreign Education Fact Sheet, which will be attached to this Notice of Examination during the application period.

When you contact the evaluation service, ask for a “document-by-document” (general) evaluation of your foreign education. Your foreign education evaluation **must** be submitted directly to NYC Transit’s Examinations Unit by the service completing the evaluation. Foreign education evaluations received directly from applicants will **not** be accepted. You may also visit http://web.mta.info/nyct/hr/forms_instructions.htm to access the Foreign Education Fact Sheet on our website.

Note: If you have earned a higher-level degree in the United States that supersedes the level and type of education required to meet the qualification requirements, you do not need to submit a foreign education evaluation. However, you must indicate that you have completed the higher-level degree in the United States; proof of acceptance into an academic program or school is not sufficient to determine satisfactory equivalency.

THE TEST

You will be given a competitive multiple-choice test. A score of at least 70% is required to pass this test. Your score on this test will determine your place on the eligible list.

You will be scheduled to take the test on one of the dates listed in the above “Test Date” box. You will be assigned to a test date and location, and you cannot request that your scheduled test date or location be changed, unless you meet the conditions in the “Special Test Accommodations” subsection below.

Veterans’ or Disabled Veterans’ Credit will be granted only to eligible passing candidates who request that they be applied. Veterans’ or Disabled Veterans’ Credit should be requested at the time of application but **must** be requested before the date the eligible list is established. Claims for Veterans’ or Disabled Veterans’ Credit cannot be made once the eligible list is established.

The multiple-choice test may measure your knowledge, skills and abilities in the following and other related areas:

- **Counting:** The ability to count numerous different items quickly, accurately, and effectively
 - Example: *Counting the number of quarters from a bus’s farebox*
- **Deductive Reasoning:** The ability to apply general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense
 - Example: *Applying MTA New York City Transit rules and regulations to situations to determine the appropriate action that must be taken*
- **Number Facility:** The ability to add, subtract, multiply, and divide quickly and correctly
 - Example: *Adding the fares that were paid in coins and bills*
- **Perceptual Speed:** The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The items to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object
 - Example: *Looking at coins and bills for signs of counterfeiting*

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: June 1, 2023

THE TEST (Continued)

- **Information Ordering:** The ability to correctly follow a rule or set of rules to arrange things or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations
 - Example: *Following a step-by-step procedure on how to count coins and bills*
- **Written Comprehension:** Ability to understand written English sentences and paragraphs
 - Example: *Reading and understanding a safety sign*

HOW TO OBTAIN AN APPLICATION

During the application period, you may apply online for this examination (see the Online Applications sub-section below). Or, if you are unable to apply online, you may obtain an electronic copy of the mail-in application package for this examination by emailing a request to examsunit@nyct.com during the application period. The MTA Exam Information Center, located in the lobby of 180 Livingston Street, Brooklyn, NY 11201, is currently closed. If you believe you have a special circumstance (e.g., a disability, military duty) that prevents you from applying as instructed below, please refer to the Special Circumstances Guide referenced in the “Special Test Accommodations” subsection below.

HOW TO SUBMIT AN APPLICATION

You must submit an application during the application period, and applications will **not** be accepted in person. Applicants who apply online and wish to request a Fee Waiver **must** only complete the Online Applications Steps 1 through 3 below. You will have until midnight Eastern time on the last day of the Application Period (July 15, 2023) to clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it in Microsoft Forms. If you do not submit your Education and Experience Test in Microsoft Forms by midnight Eastern time on the last day of the Application Period (July 15, 2023), your application will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

Online Applications:

If you are not an active MTA employee, apply using www.mymta.info/exams by the last day of the application period (Active MTA employees can apply using the “BSC” employee portal at www.mymta.info). Note: The application system may not function properly with mobile devices or tablets. For best results when applying, please use the latest version of Microsoft Edge, **open a new window**, and avoid having multiple tabs open in the same window.

1. To apply, log into your existing account, or create an account if you do not yet have one.
2. Follow the steps to submit an application.
3. A confirmation number will appear on the same page after submitting your application (Save this number for future reference). Please write this confirmation number down as you will need it to complete your MS Forms Education and Experience Test Paper.

IMPORTANT: If you are requesting a fee waiver, proceed to Step 7, you should not complete Steps 4, 5, or 6 below. Instead, by August 1, 2023, you must submit documentation supporting your fee waiver request by mail to Associate Cashier (Transit Authority), Exam No. 3612, MTA NYC Transit, 180 Livingston Street, Room 4070, Brooklyn, NY 11201.

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: June 1, 2023

HOW TO SUBMIT AN APPLICATION (Continued)

You must include your full name, last 4 digits of your Social Security Number (SSN), your Applicant ID Number (if known), your online application confirmation number, and the exam title and number with your request. For fee waiver request documentation requirements, please refer to the Fee Waiver Request Guide, which is accessible online at http://web.mta.info/nyct/hr/forms_instructions.htm and will be attached to this Notice of Examination during the application period.

4. Below the confirmation number, a Pay Examination Fee button will appear for you to click to open the payment page.
5. A major credit card or a bank card associated with a bank account must be used when paying the application fee, and this fee will appear on your credit or bank card statement as "MTA NYCT Exam Fee." Note: Disputing the application fee could result in removal from this examination, and it might affect your ability to apply online for any future examinations.
6. You will be sent a confirmation email after you submit payment for the application fee (Save this email for future reference).

Note: If you have trouble paying the application fee after submitting your online application, please visit http://web.mta.info/nyct/hr/forms_instructions.htm to access the Online Payment Tutorial.

7. Once you complete the payment, please click the following link: <https://forms.office.com/g/R1DSM5cjfP>. This link will bring you to a Microsoft Forms Education and Experience Test Paper that must be completed to finalize the application process. Failure to complete this document will result in you being found not qualified for the examination.

IMPORTANT: Your application submission confirms that you have read this Notice of Examination, including any dates and the requirements.

Application Fee: This fee is generally not refundable. Under special circumstances, you may be entitled to a refund. Please refer to the Department of Citywide Administrative Services ("DCAS") General Exam Regulation E.3.4 to determine if you are entitled to a refund. Please visit http://web.mta.info/nyct/hr/forms_instructions.htm to access the DCAS General Exam Regulations online. Application fee refund requests, along with any relevant supporting documentation, should be emailed to examsmakeups@nyct.com or mailed to the address in the "Correspondence" section below.

Special Test Accommodations: If you plan to request an alternate test date due to your religious observance or special test accommodations due to disability, please follow the instructions included in the Special Circumstances Guide, which is accessible online at http://web.mta.info/nyct/hr/forms_instructions.htm and will be attached to this Notice of Examination during the application period. An alternate test date due to religious observance must be requested no later than 15 days prior to the date on which the multiple-choice testing is expected to begin. Special test accommodations due to disability must be requested no later than 30 days prior to the date on which the multiple-choice testing is expected to begin.

Make-Up Tests: You may apply for a make-up test if you cannot take the multiple-choice test as scheduled for any of the following reasons:

1. Compulsory attendance before a public body; or

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: June 1, 2023

HOW TO SUBMIT AN APPLICATION (Continued)

2. On-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or
3. Absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child, or child of a domestic partner where you are an officer or employee of the City; or
4. Absence due to ordered military duty; or
5. A clear error for which MTA New York City Transit is responsible; or
6. A temporary disability, pregnancy-related, or child-birth related condition preventing you from taking the test

To request a make-up test, submit your request with documentation of the special circumstances that caused you to miss your test (as attachments) by email to examsmakeups@nyct.com or by mail to the address in the “Correspondence” section below as soon as possible.

CORRESPONDENCE

Change of Contact Information: It is critical that you keep your contact information (i.e., telephone number, mailing address and/or email address) current with MTA New York City Transit. You may miss important information about your exam(s) or consideration for appointment or promotion, including important information that may require a response from you by a specified deadline, if we do not have your correct contact information. To update your contact information, you may:

1. Email us at examsunit@nyct.com with the subject “Contact Info Update;” or
2. Mail your request to the address at the end of this section.

Your request must include your full name, exam title(s), exam number(s) and your old and new telephone numbers, mailing and/or email address. **MTA employees, MTA New York City Transit Employees, and employees of other MTA related agencies must also visit the employee portal at www.mymta.info to update their contact information through the MTA Business Service Center (BSC).**

All other correspondence should be sent to examsunit@nyct.com and must include “Associate Cashier (Transit Authority), Exam No. 3612” in the Subject. Alternatively, you can mail your correspondence to the following address:

Associate Cashier (Transit Authority), Exam No. 3612
MTA New York City Transit
180 Livingston Street, Room 4070
Brooklyn, NY 11201

TEST SITE REQUIREMENTS

Admission Letter or Notice of Proposed Disqualification

An Admission Letter or a Notice of Proposed Disqualification will be mailed to you at least 10 days before the first date of the multiple-choice test.

If you do not receive an Admission Letter or Notice of Proposed Disqualification at least 4 days before this date, you **must** email a request for a duplicate Admission Letter/Notice of Proposed Disqualification to examsunit@nyct.com. A paper copy of the Admission Letter is your ticket for admission to the test.

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: June 1, 2023

TEST SITE REQUIREMENTS (Continued)

Applicants **must** keep their mailing address **up to date**. Please refer to the “Correspondence” section above for instructions on how to update your address and other contact information.

Warning: You are not permitted to enter the test site with cellular phones, smart watches, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, you may **not** receive your test results, your test score may be nullified, and your application fee will **not** be refunded.

Social Distancing and other safety protocols, **including the wearing of masks**, may be required during the administration of the test. Further details will be provided on your Admission Letter.

You may not have any other person, including children, present with you while you are being processed for or taking the test and no one may wait for you inside of the test site while you are taking the test.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver’s license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, IDNYC, Employer ID with photo, or Student ID with photo.

Leaving: You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

THE TEST RESULTS

If you meet the education and experience requirements and pass the competitive 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.

REQUIREMENTS TO BE APPOINTED

Residency: New York City residency is not required for this position.

English Requirement: You must be able to understand and be understood in English to perform the duties and responsibilities of the position.

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 MTA New York City Transit.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: June 1, 2023

ADDITIONAL INFORMATION

Training: You may be required to undergo a formalized training course during your probationary period. Failure to successfully complete the training course may result in termination.

Probationary Period: You will be required to complete a probationary period. If you do not successfully complete the probationary period, you may be terminated.

PENALTY FOR MISREPRESENTATION

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination, are part of this Notice of Examination, and they are accessible through our website at

http://web.mta.info/nyct/hr/forms_instructions.htm

MTA New York City Transit is an Equal Opportunity Employer.

Title Code No. 10609; The Rapid Transit Railroad Service; Group II - Per Annum Positions

Application Period Opened: June 1, 2023