



Notice of Examination

Collecting Agent, Exam No. 9601

Application Deadline:

September 25, 2018

Type of Test:

Education and Experience

Application Fee:

\$68.00

Test Date:

Not Applicable

JOB DESCRIPTION

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 and other MTA agency facilities and locations including 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 at a fast pace; standing for long periods; frequently stepping up to and down from two-foot heights; and working outdoors in all weather conditions.

Special Working Conditions: Collecting Agents 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.)

SALARY AND BENEFITS

The current minimum salary for Collecting Agents is \$22.67 per hour for a 40-hour work week increasing to \$32.40 in the fourth year of service. These rates are subject to change. 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.

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HOW TO QUALIFY**Experience and License Requirements:**

1. By the **last day of the Application Period**, you must meet one of the following experience requirements:
 - (A) Three years of full-time 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 experience in New York City Transit as a Station Agent or Transit Property Protection Agent; or
 - (B) Two years of full-time experience described in “1A” above, plus at least two years of full-time experience as an unarmed armored car guard or security guard, peace officer, military police officer or in a position performing comparable work.
2. By the **last day of the Application Period**, you must also possess:
 - (A) 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; and
 - (B) A Class B Commercial Driver License (CDL) with an airbrake endorsement valid in the State of New York.

Persons retired from public service are advised to consult with their pension system regarding the pension implications of a possible appointment as a Collecting Agent with New York City Transit.

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

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

REQUIREMENTS TO BE APPOINTED

Handgun License Requirement: At the time of appointment, you must still possess a valid handgun license described in the “HOW TO QUALIFY” section. At this time, you will receive the New York City Transit endorsement for your handgun license. 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 still possess a Class B Commercial Driver License (CDL) with an airbrake endorsement valid in the State of New York. This New York State Class B Commercial Driver License (with an airbrake endorsement and no restrictions which would preclude the performance of the duties of a Collecting Agent) must be maintained for the duration of employment. If you have serious moving violations, a license suspension or an accident record, you may be disqualified. Failure to maintain this license while employed in the title of Collecting Agent may result in dismissal.

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. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to perform the essential functions of the job.

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REQUIREMENTS TO BE APPOINTED (Continued)

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

Proof of Identity: Under the Immigration and Reform 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.

HOW TO OBTAIN AN APPLICATION

During the application period, you may obtain an *Application* for this examination online at <http://mta.info/nyct/hr/appexam.htm> or in person at the MTA Exam Information Center as indicated below.

MTA Exam Information Center: Open Monday through Friday, from 9 AM to 3 PM, in the lobby at 180 Livingston Street, Brooklyn, New York. Directions: take the A, C, F or R trains to the Jay Street-Metro Tech Station, or the 2, 3, or the G train to the Hoyt Street Station.

REQUIRED FORM(S)

1. **Application:** Make sure that you follow all instructions included with your *Application*, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** This form must be filled out completely and in detail for you to receive your proper rating. Follow all instructions that are detailed on the Education and Experience Test Paper. Keep a copy of your completed Education and Experience Test Paper for your records.

HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE

If you believe you meet the requirements in the “How to Qualify” section, you **must** apply by mail. MTA New York City Transit will **not** accept applications in person.

Applications by Mail must:

1. Include all of the required forms, as indicated in the “Required Forms” section above.
2. Be postmarked by the last day of the application period.
3. Be mailed to the address in the “Correspondence” section of this notice.
4. Include the appropriate fee in the form of a money order.

The Money Order (Postal Money Order preferred) must:

1. Be made payable to the MTA New York City Transit
2. Be valid for one year.
3. Have the following information written on it: your name, home address, the last four digits of your social security number, and the exam title and exam number.

Save your money order receipt for future reference and proof of filing an *Application*.

Cash and personal checks will not be accepted.

Application Fee: This fee is generally non-refundable. Under special circumstances, you may be entitled to a refund. You should refer to the Department of Citywide Administrative Services (DCAS) Exam Regulations to determine if you are entitled to a refund prior to requesting one. You can refer to the bottom of the last page of this Notice of Examination for instructions on how to obtain a copy of the DCAS Exam Regulations.

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HOW TO SUBMIT AN APPLICATION WHEN REQUESTING A FEE WAIVER

Applicants who wish to request a Fee Waiver must obtain an *Application* in person at the MTA Exam Information Center as indicated above and must submit the *Application* and required forms by mail to the address in the Correspondence section below **by the last day of the application period**.

MTA New York City Transit will not accept *Applications* in person. Additional information on how to request an application fee waiver is available with the *Application*.

THE TEST

Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the experience and license requirements listed above in the “**HOW TO QUALIFY**” section. After these requirements are met, you will receive additional credit for a total of 100 points maximum on the following basis:

- (A) 10 points for a total score of 80 for at least one (1) but less than two (2) years of additional 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.
- (B) 20 points for a total score of 90 for least two (2) but less than (3) years of additional full-time satisfactory experience as described in (A) above.
- (C) 30 points for a total score of 100 for three (3) or more years of additional full-time satisfactory experience as described in (A) above.

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.

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 TEST RESULTS

If you pass the education and 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 results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

CORRESPONDENCE

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

1. Visit us at the MTA Exam Information Center;
2. Email us at examsunit@nyct.com, with the subject named 'Contact Info Update'; or
3. Mail us at the address below, with the words 'Contact Info Update' next to the exam title.

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CORRESPONDENCE (Continued)

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.

If you are a current MTA employee, all changes to your employee contact information must also be made through the MTA Business Service Center (BSC) via the employee portal at <http://www.mymta.info>.

All other correspondence must be sent to the following address:

Collecting Agent, Exam No. 9601
MTA New York City Transit
180 Livingston Street, Room 4070
Brooklyn, NY 11201

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 and are part of this Notice of Examination. They are posted and copies are available in the MTA Exam Information Center, 180 Livingston Street (Lobby), Brooklyn, NY 11201.

MTA New York City Transit is an Equal Opportunity Employer
Title Code No. 41111; The Rapid Transit Railroad Service; Group I - Per Diem and Per Hour Positions

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