**NOTICE OF EXAMINATION**

Collecting Agent
Exam No. 2616

**WHEN TO APPLY:**
From: May 2, 2012
To: May 22, 2012

**APPLICATION FEE:** $61.00
(This Fee is Non-Refundable)

**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 is a brief description of what you might do in this position and does not include all the duties of this position.)

**SALARY AND BENEFITS:** The current minimum salary is $19.9375 per hour for a 40-hour week increasing to $28.4900 in the fourth year. This rate is subject to change. In addition, incumbents receive night and weekend differentials, paid holidays, vacations and sick leave, a comprehensive medical plan and a pension plan.

**HOW TO QUALIFY:**

**Experience Requirements:** By the last day of the application period you must have:

1. 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
2. Two years of full-time experience described in “1” 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.

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 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
REQUIREMENTS TO BE APPOINTED:

**Handgun License Requirement:** At the time of appointment, you 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, or issued by a jurisdiction in New York State, valid for carry in New York City. 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 possess a Class B Commercial Driver License (CDL) with an airbrake endorsement or a CDL learner’s permit with no airbrake restrictions, valid in the State of New York. If you possess a learner’s permit you will be appointed subject to the receipt of a New York State Class B Commercial Driver License with an airbrake endorsement within the probationary period. This New York State Class B Commercial Driver License (with an airbrake endorsement and no restrictions) 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 perform the essential functions of the job.

**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:** 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 New York City Transit.

HOW TO OBTAIN AN APPLICATION: During the application period, you may obtain an application for this examination as follows:

1. Online, at [http://www.mta.info](http://www.mta.info), or
2. In person, Monday through Friday, from 9 AM to 3 PM at:

   NYC Transit
   Exam Information Center
   180 Livingston Street (Lobby)
   Brooklyn, NY

REQUIRED FORMS:

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:** 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, B and C. 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.

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 as indicated below.

New York City Transit will not accept applications in person.

**Applications by Mail must:**

1. Be postmarked by the last day of the application period.
2. Include all of the required forms, as indicated in the Required Forms section above.
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 NYC 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.
4. Save your money order receipt for future reference and proof of filing an application.

**Cash and personal checks will not be accepted.**
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 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 two (2) but less than three (3) years of full-time satisfactory experience as 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

(B) 20 points for a total score of 90 for least three (3) or more years of additional full-time satisfactory experience as described in (A) above.

(C) An additional 10 points will be credited to qualified candidates who, at the time of filing, possess a Class B Commercial Driver License (CDL) valid in the State of New York with an airbrake endorsement, and no restrictions that would preclude the performance of the duties of a Collecting Agent.

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.

Veteran’s credits will be granted only to passing candidates who request that they be applied.

THE TEST RESULTS: If you pass the 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 SECTION:

All correspondence, including the submission of your application, must be sent to the address below:

Collecting Agent, Exam No. 2616
NYC Transit
180 Livingston Street, Room 4070
Brooklyn, NY 11201