



Notice of Examination

Collecting Agent, Exam No. 2604

Application Deadline:

December 21, 2021

Type of Test:

Education and Experience Test

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 Agent is \$24.24 per hour for a 40-hour work week increasing to \$34.63 per hour in the sixth 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: December 1, 2021

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, 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.

You must provide a copy of your Pistol Permit with your application. Failure to provide a copy of your Pistol Permit will result in you being marked “not qualified.”

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

Vaccination Requirement: As of November 14, 2021, MTA New York City Transit is requiring all new hires to be fully vaccinated against Covid-19. “Fully vaccinated” means having received both doses of a 2-dose vaccine and two weeks have elapsed since the second dose, or having received 1 dose of a 1-dose vaccine and two weeks have elapsed since the dose.

You can request a medical or religious accommodation from this requirement by forwarding your requests to Workforce.Relations@nyct.com. To contact us call 347-643- 8209.

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REQUIREMENTS TO BE APPOINTED (Continued)

Handgun License Requirement: At the time of appointment, you must still possess a valid pistol permit described in the “HOW TO QUALIFY” section. At this time, you will receive the New York City Transit endorsement for your pistol permit. This permit must be maintained for the duration of employment. Failure to maintain this permit while employed in the title of Collecting Agent may result in termination.

Driver License Requirement: At the time of appointment, you must possess either:

1. A Class B Commercial Driver License valid in the State of New York with no airbrake restrictions and no restrictions which would preclude the performance of Collecting Agent work; or
2. A motor vehicle driver license valid in the State of New York. A Learner's Permit for a Class B Commercial Driver License valid in the State of New York, with no airbrake restrictions and no restrictions which would preclude the performance of Collecting Agent work, must be obtained within 60 days of appointment.

If you qualify under “2” above, your appointment will be subject to the receipt of a Class B CDL valid in the State of New York with no airbrake restrictions and no other disqualifying restrictions within 60 days of appointment, or your employment will be terminated. If you have serious moving violations, a license suspension or an accident record, you may be disqualified.

The Class B Commercial Driver License (CDL) with a passenger endorsement, no airbrake restrictions and no other disqualifying restrictions must be maintained for the duration of your employment in the title. Such license and/or Learner Permit must not include any restrictions which would preclude the performance of Collecting Agent work.

Commercial Motor Vehicle Driving Experience in the Military or New York National Guard: If you are an active member or former member (discharged in the past year) of the military or New York National Guard and have experience driving a Commercial Motor Vehicle in the military or New York National Guard, you may be eligible for a waiver of the New York State commercial driving skills test through the New York State Department of Motor Vehicles. If you believe that you may be eligible for this waiver, you must apply for the waiver through the New York State Department of Motor Vehicles.

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 them to 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: 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.

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HOW TO OBTAIN AN APPLICATION

During the application period, the application and other required forms for this examination will be attached to this Notice of Examination. Additional copies may be obtained during the application period at <http://mta.info/nyct/hr/appexam.htm> by selecting the exam title in the exam schedule. 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 “How to Submit an Application” section below.

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 of the cover page, and the examination title and number in the box provided. 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. **Pistol Permit:** You must provide a copy of your Pistol Permit with your application. Failure to provide a copy of your Pistol Permit will result in you being marked “not qualified.”

HOW TO SUBMIT AN APPLICATION

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, **or** include appropriate documentation supporting your fee waiver 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.

The Money Order (Postal Money Order preferred) must:

1. Be made payable to 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 (SSN), and the exam title and exam number.

Save your money order receipt for future reference and proof of submitting an application.

Cash and personal checks will not be accepted.

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

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: December 1, 2021

HOW TO SUBMIT AN APPLICATION (Continued)

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 Circumstances Guide: This guide is located on the MTA website at <https://new.mta.info/document/45646>. This guide gives important information about requesting an alternate test date because of religious observances or a special test accommodation for disability, claiming Veterans’ or Legacy credit, and notifying New York City Transit of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your “Application for Examination.”

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 order on an eligible list and you will be given a list number. You will be notified by mail of your results. As vacancies occur, if you meet all the requirement and conditions, you will be considered for appointment when your name is reached on the eligible list.

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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.

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 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 "Collecting Agent, Exam No. 2604" in the Subject. Or, you can mail your correspondence to the following address:

Collecting Agent, Exam No. 2604
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.