



New York City Transit

Notice of Examination

Transit Property Protection Agent, Exam No. 8623

Amended Notice – July 18, 2018

Application Deadline:

July 31, 2018

Type of Test:

Multiple-Choice

Application Fee:

\$61.00

Test Date(s): (subject to change)

Saturday, October 27, 2018 or
Sunday, October 28, 2018

Amended Notice: This Notice of Examination is amended to reopen the application period from July 18, 2018 through July 31, 2018. Candidates who previously applied do not need to apply again.

JOB DESCRIPTION

Transit Property Protection Agents, under supervision, perform routine security work in the surveillance and monitoring of MTA New York City Transit buildings, train yards, bus depots, and adjacent grounds, identifying suspicious behaviors and circumstances that may pose a security threat. They act to prevent unauthorized persons, vehicles or materials from entering and exiting MTA New York City Transit. They also maintain vehicle parking access control; make written reports; operate surveillance and intrusion detection equipment; operate visitor management equipment; drive a motor vehicle; and perform related work.

Some of the physical activities and environmental conditions experienced by Transit Property Protection Agents are: standing for lengthy periods of time; conducting visual inspection of documents; walking up and down stairs and over extended distances; climbing onto trains and station platforms; hearing alarms; walking along and across subway tracks where a live third rail is present; and working outside in all weather conditions.

Special Working Conditions: Transit Property Protection Agents may be required to work flexible hours and various shifts including nights, Saturdays, Sundays and holidays.

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

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SALARY AND BENEFITS

The current minimum salary for Transit Property Protection Agent is \$19.78 per hour for a 40-hour work week increasing to \$28.25 in the sixth year of service. This rate is 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.

HOW TO QUALIFY

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

A four-year high school diploma or its educational equivalent, approved by a State's Department of Education or a recognized accrediting organization **and** eighteen months of full-time experience, of which at least twelve months must have been continuous (with one employer) performing security work, **including at least two of the three duties below:**

- a. Performing constant surveillance using closed-circuit television or patrolling a large facility or grounds. This must include recognizing and reporting suspicious behavior.
- b. Interacting with the general public, including confronting unauthorized personnel.
- c. Operating surveillance and intrusion detection equipment.

Note: Military experience as described above will be accepted.

Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements): 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. The services that are approved to make this evaluation, as well as instructions on how to submit this evaluation are listed on the *Foreign Education Fact Sheet*. When you contact the evaluation service, ask for a "document-by-document" (general) evaluation of your foreign education.

You will be required to indicate if you meet the education and experience requirements on the date that you are scheduled to take the multiple-choice test. You may also be required to complete additional forms in regards to the education and experience requirements at the time of appointment. You will be given the multiple-choice test before we verify your qualifications. 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.

REQUIREMENTS TO BE APPOINTED

Driver License Requirement: At the time of appointment, you must have a motor vehicle driver's license valid in the State of New York with no disqualifying restrictions that would preclude the performance of the duties of this title. If you have serious moving violations, a license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of your employment in the title.

New York State Security Guard Registration Requirement: At the time of appointment, you must have a New York State Security Guard Registration Card or show valid proof of filing for a New York State Security Guard Registration Card between the start of the application period and your appointment date. By the end of the probationary period, you must possess this New York State Security Guard Registration Card as explained, generally, in Article 7-A of the New York State General Business Law ("the Security Guard Act"), and, specifically, in Section 89-h of the New York State General Business Law, entitled "Requirements for a [Security Guard] Registration Card.". Failure to secure this registration card will result in the termination of your employment. This registration card must be maintained for the duration of employment. (Continued)

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REQUIREMENTS TO BE APPOINTED (continued)

Medical Requirement: Medical guidelines have been established for the position of Transit Property Protection 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.

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 SUBMIT THE APPLICATION AND PAY THE APPLICATION FEE

If you believe you meet the requirements in the “How to Qualify” section, submit an *Application* online by the last day of the application period unless you are requesting a Fee Waiver. Applicants who wish to request a Fee Waiver should refer to the “How to Submit an Application When Requesting a Fee Waiver” section below.

Application Fee: This fee is generally not 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 a refund. 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.

Online Applications:

1. Apply using <http://mta.info/nyct/hr/appexam.htm> by the last day of the application period.
2. A major credit card or a bank card associated with a bank account must be used when applying online.
3. You will be given a confirmation number after you submit your *Application* and pay the application fee. Applicants who request a fee waiver must apply by mail.

Computers with internet access are available on a limited basis at branches of the New York Public Library, the Brooklyn Library and the Queens Library to patrons with a valid library card.

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 New York City Transit Exam Information Center (as indicated below) and must submit the *Application* and required forms by mail **by the last day of the application period**.

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

MTA New York City Transit Exam Information Center: Open Monday through Friday, from 9 AM to 3PM, in the lobby of 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 or 3 trains to the Hoyt Street Station.

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ADMISSION LETTER

An *Admission Letter* will be mailed to you about 10 days before the first date of the multiple-choice test. If you do not receive an *Admission Letter* at least 4 days before this date, you may obtain a duplicate letter at the MTA New York City Transit Exam Information Center (as indicated above). A paper copy of the *Admission Letter* is your ticket for admission to the test.

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.

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 include questions that require the use of any of the following abilities:

Written Comprehension – The ability to understand written sentences and paragraphs. Example: Understanding written bulletins released by MTA New York City Transit.

Written Expression – The ability to use English words or sentences in writing so others will understand. Example: Writing incident reports regarding unusual occurrences.

Memorization – The ability to remember information, such as words, numbers, pictures and procedure. Example: Remembering safety procedures and details of an incident.

Problem Sensitivity – The ability to tell when something is wrong or is likely to go wrong. It includes being able to identify the whole problem as well as the elements of the problem. Example: Awareness of the types of persons and vehicles entering and exiting MTA New York City Transit property and identifying rule violations.

Number Facility – The ability involving the degree to which adding, subtracting, multiplying, and dividing can be done quickly and correctly. Example: Converting time to military time.

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.

Inductive Reasoning – The ability to combine separate pieces of information, or specific answers to problems, to form general rules or conclusions. It includes coming up with a logical explanation for why a series of unrelated events occur together. Example: Identifying a suspicious and/or unsafe situation based on different issues observed, to form a conclusion about the incident.

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 sets 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 MTA New York City Transit Rules and Regulations procedures in the order given.

Spatial Orientation – The ability to tell where you are in relation to the location of some object or to tell where the object is in relation to you. Example: Reading maps and deciphering the layout of a building or property.

Flexibility of Closure – The ability to identify or detect a known pattern (such as a figure, word, or object) that is hidden in another material. Example: Identifying suspicious items (e.g. weapons) that may be hidden in a bag or on a person.

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THE TEST (continued)

Visualization – The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged. Example: Identifying the orientation of a row of buildings (or other objects) and how the viewpoint changes when going from the front of the buildings to the back of the buildings.

TEST ADMINISTRATION GUIDELINES

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, and 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.

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, Employer ID with photo, IDNYC 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 multiple-choice test, your name will be placed 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

Training: If you are appointed, you will be required to complete and pass, before the end of the one-year probationary period, an approved track safety course. Those probationary employees who do not successfully complete this training course will be terminated from this position.

SPECIAL ARRANGEMENTS

Special Test Accommodations: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with your *Application* and mail your request to the address found in the "Correspondence" section below no later than 30 days prior to the first scheduled test date.

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SPECIAL ARRANGEMENTS (continued)

Make-Up Test: You may apply for a make-up test if you cannot take the Multiple-Choice test on the scheduled date for any of the following reasons:

1. Compulsory attendance before a public body;
2. On-the-job injury or illness caused by municipal employment where such applicant is an officer or employee of the City;
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;
4. Absence due to ordered military duty;
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, mail your request with your documentation of special circumstances to the address found in the "Correspondence" section below within 60 days of your scheduled test date or make the request within 90 days following termination of your military duty.

CORRESPONDENCE

Change of Contact Information: It is critical that you promptly notify 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 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 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.

Your request must include your full name, exam title, exam number 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 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:

Transit Property Protection Agent, Exam No. 8623
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 New York City Transit, Exam Information Center, 180 Livingston Street (Lobby), Brooklyn, NY 11201.

MTA New York City Transit is an Equal Opportunity Employer
Title Code No. 81007; The Rapid Transit Railroad Service; Group I - Per Diem and Per Hour Positions

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