



MaBSTOA

Manhattan and Bronx Surface Transit Operating Authority

Notice of Examination

Traffic Checker, Exam No. 3210

Application Deadline:

November 21, 2022

Type of Test:

Multiple-Choice Test

Application Fee:

N/A

Multiple-Choice Test Date:

(subject to change)

The multiple-choice tests will be administered as vacancies occur. The first round of testing is expected to begin on February 15, 2023

IMPORTANT: READ THE FOLLOWING INFORMATION CAREFULLY!

This is **NOT** a New York City Transit position. This is **NOT** a Civil Service position.

ALL APPLICANTS WILL BE ASSIGNED A RANDOM LIST NUMBER THAT IS GENERATED ELECTRONICALLY AS PART OF A LOTTERY FOR THIS EXAM. AS VACANCIES OCCUR, APPLICANTS WILL BE CALLED IN RANDOM LIST NUMBER ORDER TO TAKE THIS EXAMINATION. SUBMITTING AN APPLICATION FOR THIS EXAMINATION DOES NOT GUARANTEE ADMISSION TO THE EXAMINATION. THOSE CALLED TO TAKE THE EXAMINATION WILL PAY A PROCESSING FEE OF \$25 AT THE TIME OF THE EXAMINATION.

This is a **PART-TIME** position. Traffic Checkers may work up to 25 hours per week. Traffic Checkers are assigned to work 4 or more hours within a 12-hour shift. Works hours and days off are determined by seniority.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: November 1, 2022

JOB DESCRIPTION

Traffic Checkers collect ridership and performance data and travel patterns on bus and subway routes. This includes counting the number of customers on a bus and recording the total number of customers onboard on a particular subway car; handing out survey forms and distributing promotional and informational material to customers; posting and removing service notices in stations and in subway cars and inspecting and maintaining system signs. They monitor environmental and aesthetic factors throughout the system; and perform related work. Traffic Checkers work outdoors in weather conditions and in all five boroughs of New York City.

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

SALARY AND BENEFITS

The current minimum salary for Traffic Checker is \$17.10 per hour increasing to \$20.12 per hour after 30 months of service. These rates are subject to change.

HOW TO QUALIFY

There are no formal education or experience requirements for this position.

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 by phone, call 347-643- 8209.

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 MaBSTOA.

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 Arrangements" section below.

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HOW TO SUBMIT AN APPLICATION

If you believe you meet the requirements in the “How to Qualify” section, you must submit an application during the application period. Applications will **not** be accepted in person.

Online Applications:

1. 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.
2. To apply, log into your existing account, or create an account if you do not yet have one.
3. Follow the steps to submit an application.
4. A confirmation number will appear on the same page after submitting your application (Save this number for future reference).

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

ADMISSION LETTER

Candidates will be scheduled for the multiple-choice test in random list number order as vacancies occur. However, based on the projected number of vacancies, it is possible that all applicants will not be scheduled for the multiple-choice test. You will receive an Admission Letter if you are scheduled to take the multiple-choice test.

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

Exam Processing Fee: \$20.00 to be paid by money order (Postal Money Order Preferred). Failure to pay this fee on the date you are scheduled to take the examination will result in disqualification from further participation in the examination process. The exam processing fee will not be waived under any circumstances.

THE TEST

If your random list number is reached, you will be given a qualifying multiple-choice test. A score of at least 70% is required to pass this test. Your random list number will determine your place on the eligible list.

You will be scheduled to take the test on or after the date in “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 Arrangements” section below.

The multiple-choice test may include questions on the following abilities, as well as other related areas:

- **Number Facility** – Involves the degree to which adding, subtracting, multiplying, and dividing can be done quickly and correctly. These can be steps in other operations such as finding percentages
 - Example: *Performing a calculation to determine the remaining customer on a bus or train car*
- **Subway and Bus Maps** – Ability to read New York City Transit subway and bus maps
 - Example: *Understanding a Subway map outlining the **A** train subway line*

(Continued)

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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THE TEST (Continued)

- **Military Time** – Ability to read and understand military time
 - Example: Converting standard time to *military time*
- **Estimations** – Ability to make on-the-spot estimates of totals based on visual observations
 - Example: *Estimating how many customers are on a bus and/or train car*
- **Forms** – Ability to read, understand and fill out forms correctly
 - Example: *Correctly completing a form*

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, 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 pass the multiple-choice test, your name will be placed in random list number order on an eligible list. 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: 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.

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SPECIAL ARRANGEMENTS

Special Test Accommodations: If you plan to request an alternate test date due to your religious observance or special testing 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 multiple-choice testing is expected to begin. Special testing accommodations due to disability must be requested no later than 30 days prior to the date on which 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
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 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 “Traffic Checker”, Exam No. 3210” in the Subject. Alternatively, you can mail your correspondence to the following address:

Traffic Checker, Exam No. 3210
MTA New York City Transit
180 Livingston Street, Room 4070
Brooklyn, NY 11201

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PENALTY FOR MISREPRESENTATION

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

MaBSTOA is an Equal Opportunity Employer and welcomes applications from all qualified persons. The General Examination Regulations of the Department of Citywide Administrative Services are accessible through our website at http://web.mta.info/nyct/hr/forms_instructions.htm

The list resulting from this examination will be based strictly on examination ratings attained by candidates through their test scores, as described above.

NYCT/MaBSTOA/MTA Bus Co. Personnel Testing, Selection and Classifications Unit
Title Code No. M2002

Application Period Opened: November 1, 2022

SPECIAL CIRCUMSTANCES
Directions for submission of requests

Note: These directions are designed to assist you in completing Section 17 and 18 on the **APPLICATION FOR EXAMINATION** form and to inform you how to notify us of a **CHANGE OF ADDRESS**. You may include your religious observance or disability requests with your completed application form(s) if you provide the correct supporting documentation when you submit your application.

(A) RELIGIOUS OBSERVANCE:

If, because of religious belief, you cannot take the test on a Saturday or on the scheduled test date, you must request an alternate date no later than 30 days prior to the scheduled test date.

The request must include:

<ul style="list-style-type: none"> • your full name • your social security number 	<ul style="list-style-type: none"> • the exam number • the exam title
<ul style="list-style-type: none"> • a signed statement on letterhead from your religious leader certifying that your religious observance prohibits you from taking the test on the scheduled date. 	

If you are submitting your request after you applied, please mail it to **MTA New York City Transit, Attn: (Insert Exam Title and Exam Number) - SABBATH, 180 Livingston Street, Room 4070, Brooklyn NY, 11201.**

(B) DISABILITY:

If you have a disability which will interfere with your ability to take this test without special accommodation(s) or other assistance, you must submit a written request for specific special accommodation(s) postmarked no later than 30 days prior to the test date.

The request must include:

<ul style="list-style-type: none"> • your full name • your social security number • the exam number 	<ul style="list-style-type: none"> • the exam title • the specific nature of your disability • a justification for the special accommodations
<ul style="list-style-type: none"> • a statement corroborating your disability by a doctor or agency authorized for this purpose. 	

If you are submitting your request after you applied, please mail it to **MTA New York City Transit, Attn: (Insert Exam Title and Exam Number) – SP ACCOM, 180 Livingston Street, Room 4070, Brooklyn NY, 11201.**

(C) CHANGE OF ADDRESS:

If your mailing address changes after you file for an exam, you should send a letter stating your name, social security number, exam title, exam number, old address and new address to:

MTA New York City Transit
Attention Change of Address
(Insert Exam Title and Number)
180 Livingston, Room 4070
Brooklyn NY 11201