



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

REQUIRED FORMS
APPLICATION FORM

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

TRANSIT PROPERTY PROTECTION AGENT
Exam. No. 8007
New York City Transit Authority
Amended Notice January 16, 2008

WHEN TO APPLY: From: January 2, 2008 **APPLICATION FEE: \$35.00**
To: January 22, 2008 Payable by mail by money order to DCAS (EXAMS),
or payable online by credit card, bank card, or debit
card.
THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, April 19, 2008.**

The Notice of Examination is amended to change the years required to receive the current maximum salary from after four years to after three years under **THE SALARY** section.

WHAT THE JOB INVOLVES: Transit Property Protection Agents, under supervision, perform routine security work in the surveillance monitoring of the Transit Authority's buildings, subway stations, train yards, bus depots, and adjacent grounds providing protection against criminal and terrorist acts. They maintain surveillance of the entrances and exits of Transit Authority buildings, yards, depots, subway stations and other facilities and properties; recognize pre-incident indicators suggestive of possible terrorist activity; register employees, visitors and vehicles entering Transit Authority property; deter entry or exit of unauthorized persons, vehicles or materials; act to prevent the unauthorized removal of materials and/or equipment; make sure all gates are secured; maintain vehicle parking control; give travel directions to passengers; resolve oral conflicts involving employees and the public; report fires and threats of fires to appropriate authorities; report threats to security as well as unsafe conditions to the Department of Security Operations Center; interact with responding emergency personnel; make written reports; read, interpret, and follow special written instructions and directives; remain cognizant of evolving terrorist tradecraft and trends; operate state-of-the art security technology equipment; perform mobile patrol of properties; drive a motor vehicle; and perform related work.

Some of the physical activities performed by Transit Property Protection Agents and environmental conditions experienced are: standing for lengthy periods of time, including standing at posts and patrolling facilities; staying continuously alert; emerging from inside security booth to conduct close visual inspection of identifications; walking up and down stairs and over extended distance that cover the perimeter of Transit properties; climbing from roadbed onto train or station platform; hearing alarms from doors, cars, etc.; confronting unauthorized persons on New York City Transit Authority properties; walking along subway tracks where a live third rail is present; and working outside in all kinds of weather.

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

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

THE SALARY: The current minimum salary is \$15.6250 per hour for a 40-hour week with increments to a current maximum of \$22.3225 after three years. These rates are subject to change. In addition, incumbents receive night and weekend differentials, paid holidays, vacations and sick leave, a comprehensive health plan and a pension plan.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, there are two ways to apply for this examination:

1. **Online at the DCAS Website:** If you wish to apply online, go to the Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** Refer to the "Required Form" section below for the form that you must fill out. Return the completed form and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

HOW TO QUALIFY:

Education Requirement: You must have a four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization, at the time of appointment.

License Requirements:

1. You must have a motor vehicle driver license valid in the State of New York at the time of appointment. If you have moving violations, license suspension or an accident record, you may be may disqualified. This license must be maintained for the duration of employment.
2. You must show valid proof of prior filing for a New York State Guard License at the time of appointment. By the end of the probationary period, you must possess a New York State Guard License. Failure to secure this license will result in your termination. This license must be maintained for the duration of employment.

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 of Transit Property Protection 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 to perform the essential functions of the job.

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

Residency: 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 the City of New York.

REQUIRED FORM:

Application for Examination: Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.

THE TEST: You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test may include questions on: reading, understanding and following directives, rules, regulations and written instructions; taking proper actions in emergency situations; filling out required forms, writing reports and keeping records; understanding and following safety and first aid procedures; understanding military time; job-related arithmetic; New York City points of interest; and other related areas.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you pass the multiple-choice 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 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:

Special Test Accommodations: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief and you are applying:

- (1) **online**, follow the onscreen instructions; or
- (2) **by mail**, follow the instructions included with the "Application for Examination."

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 Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.

Title Code No. 81007; The Rapid Transit Railroad Service; Group I - Per Diem and Per Hour Positions.

For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas