



MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

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

NOTICE OF EXAMINATION

REQUIRED FORMS
APPLICATION FORM
EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

ASSOCIATE CASHIER (TRANSIT AUTHORITY)
Exam. No. 5015
New York City Transit Authority

WHEN TO APPLY: From: February 1, 2006 **APPLICATION FEE: \$30.00**
To: February 21, 2006 *Payable only by money order to D.C.A.S. (EXAMS)*

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, May 13, 2006.**

WHAT THE JOB INVOLVES: At Assignment Level I, under direct supervision, Associate Cashiers (Transit Authority) perform revenue work which involves handling, distinguishing, sorting, counting, consolidating and tracking coins, bills, vouchers, MetroCards and other currency-related items collected daily from New York City Transit Authority lines. They operate high-production currency processing machinery; compare physical currency counts with paper counts; verify, transpose, and record data; report data discrepancies; weigh, sew, and carry currency bags; and perform related work.

Some of the physical activities performed by Associate Cashiers and environmental conditions experienced are: visually inspect objects; apply ample wrist, hand, and finger dexterity to operate machinery and count objects; work in a closed-circuit television-surveillance and time-lapse recording environment with metal detectors and armed guards; work in a high noise, high dust/dirt, HVAC-regulated environment with limited natural light; on a daily basis, push and pull approximately 100 currency bags weighing approximately 50 pounds each, heavy carts, and crates; and, on a daily basis, lift and carry approximately 90 currency bags and/or boxes weighing approximately 20 pounds each.

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

THE SALARY: The current minimum salary is \$24,422 per annum. Upon completion of two years employment, the salary will rise to \$28,085 per annum. All rates are subject to change. There are two assignment levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, employees may be assigned to the higher level at the discretion of the agency.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

HOW TO QUALIFY:

Education and Experience Requirements: By the **last day of the Application Period** you must have:

- (1) two years of satisfactory full-time currency processing experience in a large-sum money room involving the operation of high-production currency processing machinery; or
- (2) two years of satisfactory full-time currency processing experience in a full-service currency processing institution, including night-drop deposit processing, ATM processing, and proofing or cash/coin vault processing; or
- (3) a four year high school diploma or its educational equivalent and one year of the experience described in (1) or (2) above.

Examples of experience that **may** qualify: Bank Teller performing a broad range of duties at a full-service bank or financial institution; Vault Teller in the vault/money room of a bank or other financial institution; Casino Cage-Cashier in the money room/cage of a casino; Money Counter in the money room/cage of a racetrack.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Examples of experience that does **not** qualify: Accountant; Audit Clerk; Bookkeeper; Credit Collector; Toll Collector; Ticket Seller; or Cashier/Clerk at a retail business, store, racetrack, casino, limited-services bank or check-cashing agency.

Residency: 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 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.

You may be given the 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.

REQUIRED FORMS:

- (1) **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.
- (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 and B. 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) **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 are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "document-by-document" (general) evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

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 the ability to count currency-related items and the ability to perform basic arithmetic calculations; the ability to transpose, record and confirm the accuracy of currency-related alphanumeric data; the ability to track and sort various currency-related materials; the ability to follow policies and procedures, including safety practices and operating guidelines; 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 meet the education and experience requirements and 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.

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 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. 10609; The Rapid Transit Railroad Service; Group II - Per Annum Positions.

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