

MaBSTOA

Manhattan and Bronx Surface Transit Operating Authority

Notice of Examination

Traffic Checker, Exam No. 7104

Application Deadline

March 21, 2017

Type of Test:

Multiple-Choice

Application Fee:

n/a

Test Date: (subject to change)

Starting on Monday, August 7, 2017

IMPORTANT: READ THE FOLLOWING INFORMATION CAREFULLY!

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 AT THE TIME OF THE EXAMINATION.

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

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. Perform related work. Traffic Checkers work outdoors in weather conditions and in all five boroughs of New York City.

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

SALARY

The current minimum salary is \$14.8227 per hour and increases to \$16.1075 per hour after 30 months.

HOW TO QUALIFY

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

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Filing Period Opened: March 13, 2017

REQUIREMENTS TO BE APPOINTED

English Requirement: Candidates must be able to understand and be understood in English.

Proof of Identity: Under the Immigration and Reform Act of 1986, you must be able to prove your identity and your right to obtain employment with the City of New York.

HOW TO OBTAIN AND SUBMIT AN APPLICATION

During the application period, you may obtain an *Application* for this examination online at <http://mta.info/nyct/hr/appexam.htm> by the last day of the application period.

Submit your application online by the last day of the application period:

Online Applications:

1. Apply using <http://mta.info/nyct/hr/appexam.htm> by the last day of the application period.
2. Log into your existing account or create a new account online to apply.
3. Follow the steps to submitting an application.
4. You will be given a confirmation number after you submit your *Application*.

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.

Save your Confirmation number for future reference and proof of filing an *Application*.

Applications will not be accepted in person.

ADMISSION LETTER

An *Admission Letter* will be mailed to you about 10 days before the test date. If you do not receive an admission letter at least 4 days before the test date, you may obtain a duplicate letter at the MTA Exam Information Center. This letter will include instructions on the exam processing fee.

MTA Exam Information Center: Open Monday through Friday, from 9 AM to 3 PM, in the lobby at 180 Livingston Street, Brooklyn, New York. Directions: take the A, C, F or R trains to Jay Street-Metro Tech Station, or the 2 or 3 train to the Hoyt Street Station.

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

You will be given a multiple-choice test. A score of at least 70 is required to pass this test. Your score on the written test will be used to determine your place on the eligible list.

The competitive multiple-choice test may include questions on: the ability to add and subtract; read bus and subway maps; understand military time; make on-the-spot estimates of totals based on visual observations; read, understand and fill out forms correctly; and other related areas.

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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. Ties resulting from identical scores will be broken in an equitable manner to be determined by the NYC Transit Personnel Testing, Selection & Classification Unit. 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. The eligible list for this exam may remain in effect up to 4 years from the date it is established.

TEST ADMINISTRATION GUIDELINES

Warning: You are not permitted to enter the test site with cellular phones, 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 date 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 processing 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, 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 processing fee will not be refunded.

SPECIAL ARRANGMENTS

Special Test Accommodations: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, please contact us in one of the three ways listed in the "Correspondence" section below no later than 30 days prior to the scheduled test date for further instructions.

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

1. Compulsory attendance before a public body;
2. On-the-job injury or illness;
3. Absence for one week following the death of spouse, domestic partner, parent, sibling, child or child of a domestic partner;

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4. Absence due to ordered military duty;
5. A clear error for which MTA NYC 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 and your documentation of special circumstance to the address found in the "Correspondence" section below within one week of your scheduled test date.

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(s) 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
3. Mail us at the address below

Your request must include your full name 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:

Traffic Checker, Exam No. 7104
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.

MaBSTOA an equal opportunity employer and welcomes applications from all qualified persons. The list resulting from this examination will be based strictly on examination ratings attained by candidates as described above.

NYCT/MaBSTOA/MTA Bus Personnel Testing, Selection & Classifications Unit.

Title Code: M2002

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