



**New York City Transit**

Personnel Testing, Selection and Classification Unit

# **Conductor, Exam # 6601**

FILLING PERIOD: 09/2/2015 – 09/22/2015

**PAID FEES ACCEPTED**

**ONLINE ONLY**

Go to: <http://mta.info/nyct/hr/appexam.htm>

**FEE WAIVERS ACCEPTED**

**BY MAIL ONLY**

See the last page  
for instructions to apply online.



New York City Transit

# Notice of Examination

Conductor, Exam No. 6601

**Application Deadline:**

September 22, 2015

**Type of Test:**

Multiple-Choice

**Application Fee:**

\$61.00

**Test Date:** (subject to change)

Saturday, April 9, 2016

## JOB DESCRIPTION

Conductors, under supervision, are responsible for the safe, timely and proper operation of MTA New York City Transit's trains in customer, yard and work train service. In customer service, they open and close doors, make proper announcements to customers and set up the automatic announcement system. While in road service, they interact with the Train Operator, Supervision and the Control Center when necessary. They provide flagging protection service duties, such as setting up flags and light signals and take other required measures for the protection of workers performing work on or near trainways. They work as platform conductors in the stations; patrol platforms; assist customers in safely entering and exiting trains, and assist in the timely dispatch of trains from key stations. They operate hand-thrown switches in the yards; make reports of unusual occurrences; and perform related work.

Some of the physical activities performed by Conductors and environmental conditions experienced are: walking along subway tracks; stepping over rails (including live third rails); ascending and descending from trains and catwalks to roadbeds; responding to audible signals such as alarm bells, train whistles, horns and radio conversations; responding to visual signals including distinguishing colored lights; using manual equipment related to train operation; remaining in a standing position for extended periods of time; lifting heavy equipment; and working outdoors in all weather conditions.

**Special Working Conditions:** Conductors may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

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

## SALARY AND BENEFITS

The current minimum salary for Conductors is \$20.25 per hour for a 40-hour week, increasing to \$28.94 per hour in the sixth year. These rates are 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 Requirement:** By the date of appointment, 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. If you do not meet the education requirement by the date of appointment, your application fee will not be refunded and you will not be appointed.

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**REQUIREMENTS TO BE APPOINTED**

**Medical Requirement:** Medical guidelines have been established for the position of Conductor. You will be examined to determine whether you can perform the essential functions of the position of Conductor. 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 position.

**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.

**Oral Proficiency Assessment:** If you pass the multiple-choice test, you will be scheduled to take the qualifying oral proficiency assessment as vacancies occur. However, based on the projected number of vacancies, it is possible that not all candidates who pass the multiple-choice test will be scheduled for the qualifying oral proficiency assessment. A score of 70% is required to pass the qualifying oral proficiency assessment.

**You will be required to pay an additional fee of \$25.00 prior to taking the oral proficiency assessment.** Failure to pay the additional fee on the date that you are scheduled to take the oral proficiency assessment will result in disqualification from further participation in the appointment process. The additional fee for the oral proficiency assessment will be waived for candidates who demonstrate that they are unemployed or receiving public assistance at the time of the assessment. In the qualifying oral proficiency assessment, you may be required to demonstrate the following abilities:

**Oral Comprehension** - The ability to understand spoken English words and sentences.

**Oral Expression** - The ability to use English words or sentences in speaking so others will understand.

**Memorization** - The ability to remember information, such as words, numbers, pictures, and procedures. Pieces of information can be remembered by themselves or with other pieces of information.

**Speed of Closure** - The ability to combine and organize different pieces of information into one meaningful pattern quickly. It is not known beforehand what the pattern will be. The material may be visual or auditory.

**REQUIRED FORMS**

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

**Foreign Education Fact Sheet** (Required only if you need credit for your foreign education for this examination): 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 in 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.

**HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE**

**You must apply online** for this examination **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.

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**Online Applications:**

1. Apply using <http://mta.info/nyc/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 and must submit the *Application* 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 3 PM, in the lobby at 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 the 3 train to the Hoyt Street Station. **The MTA New York City Transit Exam Information Center will be closed on Monday, September 7, 2015.**

**ADMISSION LETTER**

An *Admission Letter* will be mailed to you about 10 days before the date of the multiple-choice test. 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 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 the multiple-choice test. Your score on this multiple-choice test will determine your place on an 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 on the location of New York City landmarks, places of interest and popular tourist locations. The multiple-choice test may also include questions that require the use of any of the following abilities:

**Written Comprehension** - The ability to understand written sentences or paragraphs.

**Written Expression** - The ability to use English words or sentences in writing so others will understand.

**Problem Sensitivity** - The ability to tell when something is wrong or likely to go wrong. It includes being able to identify the whole problem as well as elements of the problem.

**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.

**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.

**Information Ordering** - The ability to follow correctly 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.

**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.

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**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 **not** permitted. 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.

**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.

**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.

**THE TEST RESULTS**

If you 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**

**Promotional Examination:** A promotion examination for this title was held for eligible MTA New York City Transit employees on June 20, 2015. The names appearing on the promotion list will be considered first in filling vacancies.

**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 15 days prior to the scheduled test date.

**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 caused by municipal employment where you are 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 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.

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## **CORRESPONDENCE**

**Change of Contact Information:** It is critical that you promptly notify MTA New York City Transit of any change to your mailing 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. Requests to change contact information submitted to any place other than MTA New York City Transit (such as to the United States Postal Service) will not update your records with MTA New York City Transit. To update your contact information with MTA New York City Transit, you must submit a change request by mail. Your request must include your full name, social security number, exam title(s), exam number(s), and your old and new mailing and/or email address.

All correspondence must be sent to the following address:

Conductor, Exam # 6601  
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.

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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. 91207; The Rapid Transit Railroad Service; Group I - Per Diem and Per Hour Positions

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## Instructions to Apply for an Exam Online

1. Type <http://web.mta.info/nyct/hr/appexam.htm> in the address bar.
2. Login with your user name or if you do not have one, register a user name.
3. Carefully read any message warnings that come up throughout the process.
4. Click on exam title to read the **Notice of Examination (NOE)**.
5. Acknowledge reading the NOE by checking the box (**Read and print for your records**).
6. Click on 'Apply for Exam Online'.
7. Enter your personal information on the '**My Profile**' page.
8. Click 'Continue' once you are done.
9. Review the 'Special Circumstances' page and check any box that may apply to you; please click on the link(s) to follow specific instructions on how to apply for such circumstances. Once, finished, click 'Continue'.
10. Read the Payment Instructions pop-up and click 'OK' once finished.
11. Confirm your application by checking the box and click on 'Submit'.
12. An application confirmation number will appear; please note it or print the page for your records.
13. Click on 'Pay Examination Fee' to make a payment; a new window will open directing you to a Chase website.
14. Follow the instructions on the Chase website to complete your application; do not confirm your information more than once on their website as multiple payments may occur.
15. If you believe your payment did not go through, on the following business day, please log back into the exams site and click on 'Applications'.
16. If the payment is missing or failed, you may return to the previous page and then click on the exam you applied for to try again to make a payment.

