



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTER STREET, 14th FLOOR
NEW YORK, NY 10007

REQUIRED FORMS
APPLICATION FORM
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

CONDUCTOR
Exam. No. 8094
New York City Transit Authority

WHEN TO APPLY: From: September 3, 2008 **APPLICATION FEE: \$40.00**
To: September 23, 2008 Payable by Mail by money order to D.C.A.S. (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, December 6, 2008.**

WHAT THE JOB INVOLVES: Conductors, under supervision, are responsible for the safe, timely and proper operation of the Transit Authority'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; and lifting heavy equipment.

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

(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 \$17.4975 per hour for a 40-hour week with increments to \$24.9950 after three years. This rate is subject to change. In addition, you will 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 requirement 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 Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Application Unit, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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. **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.

HOW TO QUALIFY:

Education Requirement: By the date of appointment, you must have a four-year high school diploma or its educational equivalent.

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 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: 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 New York City Transit Authority.

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, New York, NY, to obtain a duplicate card.

THE TEST: You will be given a multiple-choice test. You must achieve a score of at least 70% to pass the test. The multiple-choice test may include questions on: understanding and applying written and verbal instructions relative to the safe and efficient duties of a Conductor; using good judgement and taking proper action in emergencies or stressful situations; relating courteously and informatively to the public; being familiar with the locations of major points of interest in New York City; understanding military time; and other related areas.

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;

Promotional Test: A promotion examination for this title is being held for eligible City employees. The names appearing on the promotion list will be considered first in filling vacancies.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability or an alternative test date due to your religious belief, and 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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, NY, NY. 10007.

The City of New York is an Equal Opportunity Employer.

Title Code No. 91207; 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