



REQUIRED FORMS

- APPLICATION
- EDUCATION AND EXPERIENCE TEST PAPER
- FOREIGN EDUCATION FACT SHEET (if applicable)

NOTICE OF EXAMINATION

Associate Cashier (Transit Authority) Exam No. 2614

WHEN TO APPLY: From: May 2, 2012 To: May 22, 2012 **APPLICATION FEE: \$40.00 (This Fee is Non-Refundable)**

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, October 6, 2012**

JOB DESCRIPTION: At Assignment Level 1, under direct supervision, Associate Cashiers (Transit Authority) perform revenue work which may involve handling, distinguishing, sorting, counting, packaging, consolidating and tracking coins, bills, checks, vouchers, MetroCards and other currency-related items collected daily from New York City Transit buses and subways. They operate high-production machinery to process currency and to encode MetroCards; compare physical currency counts with paper counts; verify, transpose and record data; report data discrepancies; weigh, seal and carry currency and coin bags and boxes; and perform related work.

Some of the physical activities performed by Associate Cashiers (Transit Authority) 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 noise regulated environment requiring hearing protection; on a daily basis, push and pull heavy carts used to transport currency and coin; and may be required to lift and carry heavy currency and coin bags and boxes.

Special Working Conditions: Associate Cashiers (Transit Authority) may be required to work various 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.)

SALARY AND BENEFITS: The current minimum salary is \$28,903 per annum. Upon completion of two years employment, the salary will increase to \$33,238 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. 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 and Experience Requirements: By the last day of the application period you must have:

1. Two years of full-time experience processing currency in a large-sum money room involving the operation of high-production currency processing machinery; or
2. Two years of full-time experience processing currency 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 be acceptable: 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; Cage-Cashier in the money room/cage of a casino; Money Counter in the money room/cage of a racetrack.

You are responsible for determining whether you meet the qualification requirements for this examination prior to submitting the application. If you are marked "Not Qualified," your application fee will **not** be refunded and you will not receive a score.

Examples of experience which are NOT acceptable to qualify for an appointment to this position include: cashier/clerk at a retail business, store, racetrack, casino, limited-services bank or check-cashing agency; experience in accounting, auditing, bookkeeping, credit collecting, toll collecting or ticket selling.