



# New York City Transit

## NOTICE OF EXAMINATION

COLLECTING AGENT  
Exam No. 6619

**WHEN TO APPLY:** From: 5/1/2026

To: 6/15/2026

**APPLICATION FEE: \$68.00**

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.95% of the payment amount. This service fee is nonrefundable.

**TYPE OF TEST:**

Experience and License Exam

**JOB DESCRIPTION:**

**Collecting Agents**, under supervision, perform routine work involved in the collection, transportation and delivery of revenue and fare media from various New York City Transit and other MTA agency facilities and locations including subway, elevated and surface lines to the central revenue and fare media bureau and from the revenue bureau to banks or depositories; stock MetroCard Vending Machines (MVM), OMNY machines and provide security for MVM technicians; complete forms; keep records; make reports; serve as armed revenue guards; drive armored trucks; and perform related work.

Some of the physical activities performed by Collecting Agents and environmental conditions experienced are: lifting and carrying revenue bags and cash boxes; working as a crew member on armored trucks; walking at a fast pace; standing for long periods; frequently stepping up to and down from two-foot heights; and working outdoors in all weather conditions.

**Special Working Conditions:** Collecting Agents 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 Collecting Agent is \$27.35 per hour for a 40-hour work week increasing to \$39.08 per hour in the sixth year of service. 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:**

**Experience and Licensure Requirements:** by the **last day of the Application Period**, you must meet the following requirements in "1" and "2" below:

**1. Experience**

- A. Three years of full-time experience as an armed armored car guard, armed security guard, armed peace officer, armed military police officer or comparable armed work experience in a related field; or three years of full-time experience in New York City Transit as a Station Agent or Transit Property Protection Agent; **or**
- B. Two years of full-time experience described in "1A" above, plus at least two years of full-time experience as an unarmed armored car guard or security guard, peace officer, military police officer or in a position performing comparable work; **and**

**2. License**

- A. Possession of a valid Carry Business, Limited Carry Business, Carry Guard or Special Carry Guard Handgun License issued by the New York City Police Department or issued by a jurisdiction in New York State, valid for carry in New York City

Persons retired from public service are advised to consult with their pension system regarding the pension implications of a possible appointment as a Collecting Agent with New York City Transit.

**The following are examples of types of experience that are not acceptable:** bail bond investigator, bodyguard, chauffeur, or private investigator.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**Education and Experience Exam:** During the Education and Experience Exam (EEE), you may answer questions about your experience and licensure. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation:

$21/35 \times 12 = 7.2$  months.

**You have until midnight Eastern time on the last day of the Application Period (June 15, 2026) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.**

**If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (June 15, 2026), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.**

You are responsible for determining whether you meet the qualification requirements for this examination prior to applying. You may be given the test(s) and/or assessment(s) before we determine if you meet the qualification requirements. If you are marked "Not Qualified," your application fee will not be refunded, and you will not receive a score.

### THE TEST:

Your test score will be based on your experience and license as determined by the competitive education and experience test that you will submit with your application. You will receive a score of 70% for meeting the experience and license requirements listed in the "How to Qualify" section above. You will receive 10 points for each additional year of full-time experience described in the "How to Qualify" section, as summarized below.

<b>If you have an additional:</b>	<b>Your score will be:</b>
One year but less than two years of full-time experience	80
Two years but less than three years of full-time experience	90
Three years of full-time experience or more	100

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Experience used to meet the minimum requirements cannot be used to gain additional credit.

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.

### HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, apply using the Online Application System (OASys) at <https://a856-mtaexams.nyc.gov/OASysWeb/home>. Follow the onscreen application instructions for electronically submitting your application, payment, and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact the Examinations Unit. This review may require approximately five (5) business days to be reviewed and resolved. Please keep this information and the application period deadline in mind when creating your account.**

The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived.

If you are requesting a fee waiver, you must, by June 29, 2026, submit documentation supporting your fee waiver request by mail to Collecting Agent, Exam No. 6619, MTA New York City Transit, 149 Pierrepont Street, Brooklyn, NY 11201, Attn: Exam Administration, 3rd Floor, Room 3.600. You must include your full name, last 4 digits of your Social Security Number (SSN), your Applicant ID Number (if known), your online application confirmation number, and the exam title and number with your request. For fee waiver request documentation requirements, please refer to the Fee Waiver Request Guide, which is accessible online at [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm) and will be attached to this Notice of Examination during the application period.

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact the Examinations Unit at [examsunit@nyct.com](mailto:examsunit@nyct.com).

**Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide which is located in the "Special Test Accommodations" section below.

**IMPORTANT:** Your application submission confirms that you have read this Notice of Examination, including any dates and the requirements.

**Application Fee:** This fee is generally not refundable. Under special circumstances, you may be entitled to a refund. Please refer to the Department of Citywide Administrative Services ("DCAS") General Exam Regulation E.3.4 to determine if you are entitled to a refund. Please visit [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm) to access the DCAS General Exam Regulations online. Application fee refund requests, along with any relevant supporting documentation, should be emailed to [examsmakeups@nyct.com](mailto:examsmakeups@nyct.com) or mailed to the address in the "Correspondence" section below.

## CORRESPONDENCE:

**Change of Contact Information:** It is critical that you keep your contact information (i.e., telephone number, mailing address and/or email address) current with MTA New York City Transit. You may miss important information about your exam(s) or consideration for appointment or promotion, including important information that may require a response from you by a specified deadline, if we do not have your correct contact information. To update your contact information, follow the applicable instructions below:

### Current employees must:

- Visit the employee portal at [www.mymta.info](http://www.mymta.info) to update your contact information through the "BSC" **and**
- Update this information on your Profile page in OASys by logging into your OASys account and navigating to your Dashboard, then your Profile tab at <https://a856-mtaexams.nyc.gov/OASysWeb/home>

### External candidates must:

- Update this information on your Profile page in OASys by logging into your OASys account and navigating to your Dashboard, then your Profile tab at <https://a856-mtaexams.nyc.gov/OASysWeb/home>

**Personal Information Update:** If there are changes to your name and/or social security number you must use the Correction Form and follow all instructions for changing your name and/or social security number with the Examinations Unit. The following link will provide you with the MTA Correction Form: <https://www.mta.info/document/170711>.

All other correspondence should be sent to [examunit@nyct.com](mailto:examunit@nyct.com) and must include "Collecting Agent, Exam No. 6619" in the Subject. Alternatively, you can mail your correspondence to the following address:

Collecting Agent, Exam No. 6619  
MTA New York City Transit  
149 Pierrepont Street  
Brooklyn, NY 11201  
Attn: Exam Administration, 3rd Floor, Room 3.600

## THE TEST RESULTS:

If you pass the competitive education and experience exam and possess at least one of the required licenses, 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 email of your test results. If you meet all the requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

If you believe that your test results were rated incorrectly, you may submit an appeal of your score to the Examinations Unit through OASys. Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at <https://a856-mtaexams.nyc.gov/OASysWeb/home> and use the following steps:

1. Navigate to the Dashboard for the Appeals tab
2. Click the NEW APPEAL button to create and submit your appeal
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable)
6. Enter the details of your appeal by providing specific reasons why your score should be higher

## REQUIREMENTS TO BE APPOINTED:

**Handgun License Requirement:** At the time of appointment, you must still possess a valid pistol permit as described in the "How To Qualify" section. At this time, you will receive the New York City Transit endorsement for your pistol permit. This permit must be maintained for the duration of your employment. Failure to maintain this permit while employed in the title of Collecting Agent may result in termination.

**Driver License Requirement:** At the time of appointment, you must possess either

1. A Class A or Class B Commercial Driver License (CDL) valid in the State of New York with no airbrake restrictions and with no disqualifying restrictions that would preclude the performance of the duties of this title; or
2. A Motor Vehicle Driver License valid in the State of New York and a Learner Permit for a Class B CDL valid in the State of New York with no airbrake restrictions and with no disqualifying restrictions.

If you qualify under "2" above, your appointment will be subject to the receipt of a Class B CDL valid in the State of New York with no disqualifying restrictions within 60 days of appointment, or your employment will be terminated. If you have serious moving violations, a license suspension or an accident record, you may be disqualified.

The Class A or Class B Commercial Driver License (CDL) with no disqualifying restrictions must be maintained for the duration of your employment in the title. Such license and/or Learner Permit must not include any restrictions which would preclude the performance of Collecting Agent work.

**Commercial Motor Vehicle Driving Experience in the Military or New York National Guard:** If you are an active member or former member (discharged in the past year) of the military or New York National Guard and have experience driving a Commercial Motor Vehicle in the military or New York National Guard, you may be eligible for a waiver of the New York State commercial driving skills test through the New York State Department of Motor Vehicles. If you believe that you may be eligible for this waiver, you must apply for the waiver through the New York State Department of Motor Vehicles.

**Medical Requirement:** Medical guidelines have been established for this position. You will be examined to determine whether you can perform the essential functions of the position. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable such person to perform the essential functions of the job.

**Drug Screening Requirement:** You must pass a drug screening in order to be appointed, and if appointed, you will be subject to random drug and alcohol tests for the duration of your employment. Additionally, if you have tested positive on a drug or alcohol test or had a refusal to test during pre-employment or while employed by a Federal DOT-regulated employer during the applicable period, you must have completed the Substance Abuse Professional (SAP) evaluation, referral and education/treatment process required by federal law in order to be appointed to this safety-sensitive position.

**Residency:** New York City residency is not required for this position.

**English Requirement:** You must be able to understand and be understood in English to perform the duties and responsibilities of the position.

**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 any MTA agency.

**ADDITIONAL INFORMATION:**

**Training:** You may be required to undergo a formalized training course during your probationary period. Failure to successfully complete the training course may result in termination.

**Probationary Period:** You will be required to complete a probationary period. If you do not successfully complete the probationary period, you may be terminated.

**Application Receipt:** You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check the "Junk", "Trash", or "Spam" folders for the primary email linked to your OASys account. If you are unable to locate the email, you can view a summary of the notification email by clicking the Notifications tab on your OASys dashboard. If you are still unable to locate the email, please email the Examinations Unit via the Contact feature available in OASys with a description of the issue, and include the exam number and your profile number located on your OASys Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

**PENALTY FOR MISREPRESENTATION:**

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

---

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination, and they are accessible through our website at [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm)

MTA New York City Transit is an Equal Opportunity Employer.

Title Code No. 41111; The Rapid Transit Railroad Service; Group I - Per Diem and Per Hour Positions

**Application Period Opened: 5/1/2026**