



New York City Transit

NOTICE OF EXAMINATION

PROMOTION TO TRANSIT PROPERTY PROTECTION SUPERVISOR Exam No. 7701

WHEN TO APPLY: From: 8/1/2026

To: 8/28/2026

APPLICATION FEE: \$88.00

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:

Multiple Choice Test, Supervisory Abilities
Assessment & Report Writing Assessment

TEST DATE:

Multiple-Choice testing is expected to begin on Saturday, November 21, 2026

JOB DESCRIPTION:

Transit Property Protection Supervisors, at assignment level I, under general supervision, supervise assigned Transit Property Protection Agents engaged in the protection of MTA New York City Transit property; investigate incidents; perform security surveys; utilize electronic security equipment; check post conditions and Transit Property Protection Agents' uniforms; operate a two-way radio base station and portable radios; drive a motor vehicle; use a computer; keep records; prepare reports; and perform related work.

Some of the physical activities performed by Transit Property Protection Supervisors and environmental conditions experienced are: working outdoors in all weather conditions; walking through bus garages, subway stations and train tracks; climbing and walking on catwalks; observing activities in dimly lit areas; distinguishing colors; and hearing warnings (bells, whistles and vocal).

Special Working Conditions: Transit Property Protection Supervisors 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:

The current minimum salary for Transit Property Protection Supervisor is \$75,486 per annum for a 40-hour work week increasing to \$94,357 per annum in the sixth year of service. These rates are subject to change. There are two assignment levels within this class of positions. Promotions will be made to Assignment Level I. After promotion, employees may be assigned to the higher assignment level at the discretion of MTA New York City Transit.

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of MTA New York City Transit who **on the first date of the multiple-choice test:**

1. Is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the eligible title of Transit Property Protection Agent; and
2. Is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

You are responsible for determining whether you meet the eligibility requirements for this examination prior to submitting the Application. If you do not know if you are eligible, check with **your department's Human Resources representative**. You may be given the test(s) and/or assessment(s) before we verify your eligibility. If you are marked "Not Eligible," your application fee will **not** be refunded, and you will **not** receive a score.

This examination is **not** open to employees of MaBSTOA or MTA Bus Company, or to employees of MTA agencies other than MTA New York City Transit.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

THE TEST:

The test will consist of three distinct components: a competitive multiple-choice test, a qualifying supervisory abilities assessment and a qualifying report writing assessment. All three components of the test will be given in a single session on the same day. The competitive multiple-choice test, qualifying supervisory abilities assessment and qualifying report writing assessment may be given at a computer terminal or using paper and pencil/pen. A score of at least 70% is required to pass each test.

You will be scheduled to take the tests as indicated in the above "Test Date" box. You will be assigned to a test date and location, and you cannot request that your scheduled test date or location be changed, unless you meet the conditions in the "Special Test Accommodations" subsection below.

Your score on the competitive multiple-choice test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the competitive multiple-choice test and both the qualifying supervisory abilities assessment and report writing assessment to have your seniority credited. Your seniority score will be 70 plus $\frac{1}{2}$ point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services, in competitive class titles. Your service will be credited through the first date of the competitive multiple-choice test up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

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 competitive multiple-choice test and qualifying supervisory abilities assessment may measure your knowledge, skills and abilities in the following and other related areas:

- **Security Law:** Knowledge of security and trespassing law
 - Example: Following proper procedure to ensure a trespasser is removed from a bus depot.
- **Criminal Justice:** Knowledge of types of activities that warrant police intervention
 - Example: Understanding when the police department should be contacted in regards to a unruly visitor.
- **Transit Property Protection Rules and Regulations:** Knowledge of Property Protection Rules and Regulations and work procedures
 - Example: Ensuring your subordinates are dressed in the proper Transit Property Protection Agent uniform.
- **NYCT Rules and Regulations:** Knowledge of MTA New York City Transit Rules and Regulations
 - Example: Informing subordinates of workplace policies regarding time-off request.
- **Routes and Posts:** Knowledge of motor vehicle routes leading to the postings of Transit Property Protection Agents
 - Example: Recalling the route to a post under your supervision.
- **Supervision and Safety:** Ability to supervise agents and oversee the safety and protection of MTA New York City Transit property
 - Example: Performing perimeter checks to ensure no external doors are left open.
- **Number Facility:** Ability to make job-related arithmetic calculations. It involves the degree to which adding, subtracting, multiplying, and dividing can be done quickly and correctly.
 - Example: Calculating how many agents you may need at a special assignment.
- **Records and Reports:** Ability to keep records and analyze reports from Transit Property Protection Agents
 - Example: Ensuring your memo book is up to date.
- **Following Instructions:** Ability to understand and follow instructions
 - Example: Following the instructions given by your supervisor during the MTA Bus Rodeo detail.
- **Emergency Situations:** Ability to implement changes in procedures during emergency situations
 - Example: Adapting normal procedures to use during an emergency situation.
- **Planning and Organizing:** Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignment of personnel and appropriate allocation of resources
 - Example: Preparing a list of approved visitors for an Agent at a special assignment.
- **Delegation:** Utilizing subordinates effectively; allocating decision making and other responsibilities to the appropriate subordinates
 - Example: Assigning a new employee their weekly and daily goals.
- **Management Control:** Establishing procedures to monitor and/or regulate processes, tasks, or activities of subordinates and job activities and responsibilities; taking action to monitor the results of delegated assignments or projects
 - Example: Contacting depot management to ensure employees are providing adequate crowd control within the depot.
- **Development of Subordinates:** Developing the skills and competencies of subordinates through training and development activities related to current and future jobs; providing ongoing feedback and opportunities to learn through formal and informal methods
 - Example: Training an employee on how to conduct peer training for new hires.
- **Sensitivity:** Actions that indicate a consideration for the feelings and needs others
 - Example: Expressing empathy to a customer who reports losing an item at a depot.
- **Analysis:** Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems
 - Example: Determining how many agents are needed for emergency work.
- **Judgment:** Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information and/or recognizing imaginative solutions and innovations in work-related situations
 - Example: Determining which assignments are high priority and should be completed as soon as possible.
- **Decisiveness:** Readiness to make decisions, render judgments, take action, or commit oneself
 - Example: Deciding which jobs agents will be assigned for the day.
- **Administration and Management:** Knowledge of planning, coordination, and execution of business functions, resource allocation, and production
 - Example: Planning a special assignment project.

- **Conflict Management:** Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact
 - Example: Resolving a conflict among two of your assigned Agents.

The qualifying report writing assessment will require candidates to write one or more reports based on information provided on the day of the test. Candidates will be evaluated on their ability to write concisely, comprehensively and clearly using good grammatical form. Only those candidates who achieve passing scores on the competitive multiple-choice test and qualifying supervisory abilities assessment will have their qualifying report writing assessment rated.

HOW TO APPLY:

If you believe you are eligible to take this examination, 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 up to 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 September 11, 2026, submit documentation supporting your fee waiver request by mail to Transit Property Protection Supervisor, Exam No. 7701, 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 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.

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.

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 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 or mailed to the address in the "Correspondence" section below.

Late Applications: Refer to the "Correspondence" section below to contact the Examinations Unit to determine the procedure for submitting a late application if you meet one of the following conditions:

1. You are absent from work for at least one-half of the application period and are unable to apply for reasons such as vacation, sick leave or military duty; or
2. You become eligible after the above application period, but before the first test date.

Special Test Accommodations: If you plan to request an alternate test date due to your religious observance or special testing accommodations due to disability, please follow the instructions included in the Special Circumstances Guide, which is accessible online at http://web.mta.info/nyct/hr/forms_instructions.htm and will be attached to this Notice of Examination during the application period. An alternate test date due to religious observance must be requested no later than 15 days prior to the date on which testing is expected to begin. Special testing accommodations due to disability must be requested no later than 30 days prior to the date on which testing is expected to begin.

Make-Up Tests: You may apply for a make-up test if you cannot take the test as scheduled for any of the following reasons:

1. Compulsory attendance before a public body; or
2. On-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or
3. Absence from the test within one week after the death of a spouse, domestic partner, parent, parent-in-law, sibling, child, or child of a domestic partner where you are an officer or employee of the City; or
4. Absence due to ordered military duty; or
5. A clear error for which the Examinations Unit is responsible; or
6. A temporary disability; or
7. Pregnancy, childbirth or a related medical condition.

To request a make-up test, submit your request with documentation of the special circumstances that caused you to miss your test (as attachments) by email to examsmakeups@nyct.com or by mail to the address in the "Correspondence" section below as soon as possible.

CORRESPONDENCE:

Change of Contact Information: It is critical that you keep your contact information (i.e., telephone number, mailing address and email address) current with your employer. 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 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 examsunit@nyct.com and must include “Promotion to Transit Property Protection Supervisor, Exam No. 7701” in the Subject. Alternatively, you can mail your correspondence to the following address:

Promotion to Transit Property Protection Supervisor, Exam No. 7701
MTA New York City Transit
149 Pierrepont Street
Brooklyn, NY 11201
Attn: Exam Administration, 3rd Floor, Room 3.600

TEST SITE REQUIREMENTS:

Your Admission Letter will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. A paper copy of the Admission Letter is your ticket for admission to the test.

Applicants **must** keep their email address **up to date**. Please refer to the “Correspondence” section above for instructions on how to update your email address and other contact information.

Warning: You are not permitted to enter the test site with cellular phones, smart watches, smart glasses, 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 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.

You are also not permitted to use on site any medical assistive devices, including those that give notifications or alerts, or that vibrate, without the prior express written authorization of the Examinations Unit. You can contact the Examinations Unit by email at: examsmakeups@nyct.com.

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.

Proof of Identity: You must present your MTA New York City Transit employee ID when you arrive to take the test.

THE TEST RESULTS:

If you pass the competitive multiple-choice test, qualifying supervisory abilities assessment and qualifying report writing assessment and are marked eligible, 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 requirements and conditions, you will be considered for promotion 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 the 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 PROMOTED:

Probationary Period: At the time of promotion, you must have completed your probationary period in the eligible title indicated in the above “Eligibility to Take Examination” section, and you must be permanently employed in that title or your name must appear on a Preferred List for that title. Additionally, you must have served permanently in an eligible title for at least one year. Time served prior to a break in service of more than one year will not be credited.

Driver License Requirement: At the time of promotion, you must have a Motor Vehicle Driver License valid in the State of New York with no disqualifying restrictions that would preclude the performance of the duties of this title. If you have serious moving violations, a license suspension or an accident record you may be disqualified. This license must be maintained for the duration of your employment in the title.

Security Guard Registration Requirement: At the time of promotion to this position, you must possess a Security Guard Registration Card issued by the New York State Department of State, as explained, generally, in Article 7-A of the New York State General Business Law (“the Security Guard Act”), and, specifically, in Section 89-h of the New York State General Business Law, entitled “Requirements for a [Security Guard] Registration Card.” You must maintain this registration card for the duration of your employment.

Drug Screening Requirement: You must pass a drug screening in order to be promoted.

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 or being returned to your previously held permanent title.

Probationary Period: You will be required to complete a probationary period. If you do not successfully complete the probationary period, you may be terminated or returned to your previously held permanent title.

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 promotion, 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

MTA New York City Transit is an Equal Opportunity Employer.

Title Code No. 81015; The Rapid Transit Railroad Service; Group II - Per Annum Positions

Application Period Opened: 8/1/2026