



# New York City School Construction Authority

## NOTICE OF EXAMINATION Open to the Public

### SENIOR STAFF SUPPORT

Exam No.: EE-00-053

EDUCATION AND EXPERIENCE EXAMINATION (Form No.: EE-SSTA-053): 09/16/2024 – 10/07/2024

\*MULTIPLE-CHOICE EXAMINATION (Form No.: SSTA-00-053): 11/06/2024

Title	**Number of Positions	***Hiring Salary	<b>****Application Fee:</b> \$60.00  <b>Filing Period:</b> Opens: 09/16/2024 Closes: 10/07/2024
Senior Staff Support	13	\$54,962	

\*The multiple-choice examination will be open only to those candidates who meet the minimum qualifications for the Senior Staff Support position.

\*\*The eligible list from this exam will be used to fill current vacancies and any other vacancies that may occur during the life of the list.

\*\*\*The hiring salary is effective as of 10/26/2020. Starting salary for non-City employees or employees with less than two years of City service is \$47,793

\*\*\*\*The application fee for this examination is \$60.

#### I. MAJOR DUTIES OF THE POSITION

The primary purpose of the Senior Staff Support position is to:

- 1) Write emails using Microsoft Word to support SCA and non-SCA Staff
- 2) Create, enter, and verify data in spreadsheets and logs using Microsoft Excel to support SCA and non-SCA staff
- 3) Write emails using Microsoft Outlook to support SCA and non-SCA staff
- 4) Copy, print, scan, distribute, and file (i.e., manually, electronically) reports, memos, letters, and other documents
- 5) Receive, sort, distribute, and open mail and delivered packages to ensure accurate delivery to SCA personnel and contractors
- 6) Package, label, and send printed documents using postal mail



Answer telephones, greet visitors, and direct the callers or visitors to the appropriate department.

- 7) Schedule meetings and conferences for SCA managers and staff using Microsoft Outlook
- 8) Order office supplies as needed
- 9) Review work completed by other department personnel for spelling, grammar, formatting, and other necessary changes. Suggest corrections
- 10) Conduct searches using the internet to find needed information (i.e., equipment specifications, addresses)

## II. LOCATIONS OF POSITIONS

Applicants must be available to work in any of the five boroughs of New York City (i.e., Bronx, Brooklyn, Manhattan, Queens, and Staten Island), including the New York City School Construction Authority headquarters at 25-01 Jackson Ave., Long Island City, NY, 11101.

## III. MINIMUM QUALIFICATION REQUIREMENTS

Applicants for the Senior Staff Support must have the following Minimum Qualifications:

- Ability to understand and be understood in English.

AND

- A four-year high school diploma or its educational equivalent (i.e., General Equivalency Diploma [GED]) from an accredited program

AND

- At least 2 years of continuous full-time progressively more responsible or complex clerical, secretarial, accounting, or administrative experience.

**NOTE: Applicants must have completed the Minimum Qualification requirements by the closing date of the filing period.**

## IV. EXPERIENCE EVALUATION

If you meet the minimum qualification requirements, your education and experience will be evaluated against the requirements of the job. You will be rated on the extent to which your experience, education, and training demonstrate possession of important Knowledge, Skills, and Abilities required to perform the job.



## V. TEST DESCRIPTION

The test will be administered in two parts. The first part is comprised of the minimum qualification requirements on the Standard Resume and the Education & Experience examination. The second part of the test includes a written multiple-choice test. If you meet the minimum qualification requirements, you will be eligible to schedule a seat in a written multiple-choice testing session scheduled for 11/06/2024. The multiple-choice test must be completed on the scheduled date(s). Any make-up exams requests will be considered only if advanced notice and adequate documentation of extenuating circumstances (e.g., jury duty, ordered military service) are provided. The multiple-choice test will include five testing modules on language skills, computation, forms checking, classifying, knowledge of operating personal computers and software applications (e.g., Microsoft Word, Excel, Outlook), and locating charted information. The scores on the testing modules will be combined with the candidate's score on the Education & Experience examination into a total test score.

## VI. GENERAL INFORMATION FOR THE APPLICANT

1. **Part-time Experience.** Part-time experience will be prorated according to an equivalent percent of full-time experience.
2. **Residency Requirement.** There are no residency requirements for this position. You must be able to work legally in the United States and provide proof at appointment.
3. **Request for Reasonable Accommodation.** If you have a disability or special need that requires reasonable accommodation to complete the testing process please call (877) 449-8378 or email [NYCSCAExams@Talogy.com](mailto:NYCSCAExams@Talogy.com) for more information about the specific documentation you will be required to provide. All reasonable accommodation requests and documentation will be required before the filing period closes on 10/07/2024.
4. **Veterans' Credit.** Certain wartime veterans and disabled veterans are eligible for additional credit (five points for non-disabled veterans; ten points for disabled veterans) in competitive civil service examinations; however, credits can only be added to a passing score.

To receive such additional credit, at the time of application, a veteran must:

- have served in time of war (defined below);
- have received an honorable discharge or been released under honorable circumstances; and,
- be a resident of New York State.

**NOTE:** An applicant who is currently in the armed forces may receive a conditional veterans' credit on an eligibility list; however, all of the above criteria must be met prior to certification with such credit.

The additional credit can be used only once for any permanent government employment in the civil service of New York State and any of its civil divisions (e.g., if you used veterans' credits in any appointment to a NYC position, you cannot use them now). If you are requesting to have the additional credit added to your exam score, you must answer the questions in the Special



Circumstances section on the Form SR-SSTA-053 and provide the necessary documentation to claim Veterans' Credit.

Non-disabled veterans who meet the criteria must submit a copy of their DD-214 (Certificate of Release/Discharge from Active Duty) at the time of appointment.

Disabled veterans who meet the criteria must submit, at the time of appointment, an official statement from the Department of Veterans Affairs certifying to the receipt of payments for a service connected disability rated at 10 percent or more, which was incurred during a time of war. Time of war is defined as follows:

All service in the United States Armed Forces during:

World War II	December 7, 1941 - December 31, 1946
Korean Conflict	June 27, 1950 - January 31, 1955
Vietnam Conflict	December 22, 1961 - May 7, 1975
Persian Gulf Conflict	August 2, 1990 - the date upon which such hostilities end

Service for which a veteran received the Armed Forces, Navy, or Marine Corps expeditionary medal for:

Hostilities in Lebanon	June 1, 1983 - December 1, 1987
Hostilities in Grenada	October 23, 1983 - November 21, 1983
Hostilities in Panama	December 20, 1989 - January 31, 1990

Service in the U. S. Public Health Service:

- July 29, 1945 - December 31, 1946
- June 27, 1950 - July 3, 1952

- Application Fee.** The application fee for this examination is \$60. For the online version of the application, you will pay by credit card. For the paper version of the application, *a money order or cashier's check, annotated with the last five digits of your social security number, should be made payable to: Talogy. DO NOT SEND CASH or a PERSONAL CHECK.* You should carefully review the section on Minimum Qualification Requirements and apply only if you clearly qualify. If you apply and are not qualified, the fee will not be refunded.

If you meet any of the following conditions, the application fee is waived:

1. You are unemployed and primarily responsible for the support of a household. You must include, with your application, appropriate documentation.
2. If you are receiving Supplemental Social Security payments, Public Assistance (Home



Relief or Aid to Dependent Children), Foster Care, or are certified Job Training Partnership Act eligible through a state or local social service agency, you must submit, with your application, appropriate documentation.

Remember, all fee waiver claims are subject to verification. Any fee waiver claim not supported by appropriate documentation is grounds for barring or rescinding an appointment.

6. **Scoring.** Band scoring will be used on the eligibility list. Final test scores will be grouped into bands.
7. **List Termination.** The eligibility list resulting from this examination will be terminated two years from the date it is established unless extended by the New York City School Construction Authority Civil Service Commission.
8. **Change of Address.** It is the responsibility of the candidate to notify the New York City School Construction Authority, Human Resources Division and Talogy of any change in name or address. No attempt will be made to locate candidates who have moved.
9. **Talogy.** Talogy has been engaged by the New York City School Construction Authority to prepare and rate examinations and to process applications for this examination.
10. **Equal Employment Opportunity.** It is the policy of the New York City School Construction Authority to make employment decisions without regard to race, sex, age, religion, color, national origin, disability, sexual orientation or affectional preference.

## VII. EDUCATION AND EXPERIENCE APPLICATION PROCEDURE

To apply, you will need to complete and submit the following forms/materials.

1. **Standard Resume Form SR-SSTA-053.** This form will allow you to input your education and experience details. Please complete according to the instructions. DO NOT SEND A SEPARATE RESUME WITH YOUR APPLICATION. Only information provided on Form SR-SSTA-053 will be considered in determining your eligibility for employment. The information provided on this SR-SSTA-053 form may also be used to verify your responses to the EE-SSTA-053 form. All statements you make on your application are subject to investigation.
2. **Education & Experience Exam Booklet Form EE-SSTA-053.** This form is part of the exam you will be taking for the position of Senior Staff Support. Please read the instructions in the "Education and Experience Exam for Senior Staff Support" booklet to complete it appropriately.
3. The **required application fee (\$60)** should be paid using a credit card for the online version of the application or, for the paper-and-pencil version, in the form of a money order or cashier's check annotated with the last five digits of your social security number and made payable to: **Talogy.**



**Application material submitted without the required fee or with personal checks, cash, or a document not payable to Talogy will be rejected unless the required documentation is provided to support a waiver of the application fee (see below).**

4. **FEE WAIVER.** If you are **requesting a waiver of the application fee**, you must provide either:
  - a. **Documentation** that you are unemployed and primarily responsible for the support of a household, for example, a screenshot of your unemployment website account, unemployment insurance benefit claim, or record of unemployment deposit; or
  - b. **Documentation** that you are receiving Supplemental Social Security payments, Public Assistance (Home Relief or Aid to Dependent Children), Foster Care, or are certified Job Training Partnership Act eligible through a state or local social service agency.

## **VIII. WHERE TO OBTAIN AN EDUCATION AND EXPERIENCE PACKAGE**

1. **Online:** If you choose the online option for the Education and Experience exam, you do not need to send in pencil-and-paper versions of the **Standard Resume Form SR-SSTA-053** or the **Education & Experience Exam Booklet Form EE-SSTA-053** since each will be submitted online. You will need to:
  - a. Log on to <https://tara.vitapowered.com/NYCSCA/SrStaffSupp> and create an account.
  - b. Complete the online versions of the **Standard Resume Form SR-SSTA-053** and **Education & Experience Exam Booklet Form EE-SSTA-053**
  - c. Make payment through one of the following options:
    - 1) Pay with credit card for online applications
    - 2) Upload fee waiver documentation

If you choose the online testing option and you do **NOT** submit ALL required materials by the filing deadline of 10/07/2024, your application and test will not be considered.

- If you choose the online testing option and meet the minimum qualifications, you will have the opportunity to schedule yourself for a multiple-choice testing session scheduled for 11/06/2024. Directions for scheduling yourself will be provided when you submit the online versions of the **Standard Resume Form SR-SSTA-053** and **Education & Experience Exam Booklet Form EE-SSTA-053** if you meet the minimum qualifications for the Senior Staff Support position.

If you choose a paper-and-pencil method (see below) and all required materials are not postmarked by the filing deadline of 10/07/2024, your application will not be considered.



- If you choose a paper-and-pencil method, your materials are postmarked by the filing deadline of 10/07/2024, and you meet the minimum qualifications, you will be contacted at the phone number you provided to schedule a time to attend a multiple-choice testing session scheduled for 11/06/2024.

2. **Paper-and-Pencil:** A paper-and-pencil copy of the application material can be obtained with telephone assistance. Call the toll-free number Monday-Friday 7 AM-10 PM Eastern Standard Time and Saturday-Sunday 8 AM-5 PM Eastern Standard Time (excluding major U.S. holidays) between the dates of 09/16/2024 and 10/07/2024. The toll-free number is: (877) 449-8378. They will direct you on how to download a printable copy of the application material.

**NOTE: Failure to follow the directions contained within this Notice of Examination and within the Education and Experience examination package (paper-and-pencil or online versions) will result in your application/examination being rejected. No candidate will be allowed to submit additional information after the filing period has closed.**

## **IX. SEND COMPLETED APPLICATION MATERIALS TO:**

Please send **all** completed application materials in **one** package. Please remember to add appropriate postage and your return address on the envelope. The envelope should be labelled with the following address:

ATTN: PSI (TALOGY) - NYC SCHOOL CONSTRUCTION AUTHORITY  
28915 Clemens Road  
Suite 216  
Westlake, Ohio 44145

Applications postmarked after the **filing deadline of 10/07/2024 will not be accepted**. Please note that applications received **without the required fee (or appropriate waiver information) will not be considered**. The application package and related documents will become the property of the New York City School Construction Authority. **If you fail to submit all of the required forms, your application will not be considered.**