

**City of New York**  
**BUSINESS INTEGRITY COMMISSION**  
**Job Vacancy Notice**

<b>Civil Service Title:</b> COMMUNITY ASSOCIATE		
<b>Title Code No:</b> 56057	<b>Salary:</b> \$32,321.00-\$53,788.00	
<b>Office Title:</b> Human Resources Assistant	<b>Work location:</b> 100 Church St., N.Y.	
<b>Division/Work Unit:</b> Human Resources	<b>Number of Positions:</b> 1	
<b>Job Description</b>		
<p>Under supervision, with latitude for independent judgment and initiative, performs all aspects of personnel functions, including but not limited to the areas of timekeeping, payroll processing, and processing of Worker's Compensation claims, filing, interviewing candidates and updating personnel records and information. The candidate must have working knowledge of the City's personnel rules and regulations and civil service title classifications. Candidate will be called to work on projects on an as needed basis.</p>		
<b>Qualification Requirements</b>		
<p>1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or</p> <p>2. Education and/or experience which is equivalent to "1" above.</p> <p>*Please Note: New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland or Orange County.</p>		
<b>Essential Skills</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Writing skills and clear speaking skills</li> <li><input type="checkbox"/> Self-motivated</li> <li><input type="checkbox"/> Knowledge of FISA, PMS, NYCAPS and CityTime</li> <li><input type="checkbox"/> Knowledge of City's personnel rules and regulations and civil service titles</li> <li><input type="checkbox"/> Excellent working knowledge in computer applications such as Microsoft Excel, Microsoft Word, and Microsoft Access</li> <li><input type="checkbox"/> Strong organizational skills</li> </ul>		
<b>To Apply:</b>		
<p>Anyone interested in applying for this position must submit one copy of the resume to:</p> <p style="margin-left: 100px;">Darlene Whinfield          Director of Human Resources          New York City Business Integrity Commission          100 Church Street, 20th Floor          New York, NY 10007          hresources@bic.nyc.gov          FAX: 212-676-2846</p>		
<b>Post Date:</b> 09/16/2010	<b>Post Until:</b> Filled	<b>JVN:</b> 831-11-029

**The City of New York is an Equal Opportunity Employer.**