

**City of New York
CONSUMER AFFAIRS
Job Vacancy Notice**

Civil Service Title: COMMUNITY ASSOCIATE	Level: 00
Title Code No: 56057	Salary: \$32,321.00/\$37,169.00* <i>*minimum with two years of continuous city service</i>
Office Title: General Services Associate	Work location: 42 Broadway, N.Y.
Division/Work Unit: Administration (General Services)	Number of Positions: 1
Hours/Shift: 9:00 AM - 5:00 PM	

Job Description

As the first municipal agency of its kind, the New York City Department of Consumer Affairs (DCA) has ensured that consumers and businesses benefit from a fair and vibrant marketplace for over 40 years. Today, DCA regulates over 55 industries and licenses almost 80,000 businesses throughout the five boroughs. In addition, the Department mediates thousands of consumer complaints and enforces the City's landmark Consumer Protection Law, and other related City and State laws, by performing 80,000+ inspections each year and bringing litigation against rule-breaking businesses.

As a small agency with a big mission, every staff member at DCA plays a critical role in ensuring success. Comprised of Facilities, Fleet and Mailroom Services, the General Services Division assists with planning, establishing, and maintaining a working environment that effectively supports the goals and efforts of DCA.

The General Services Division is seeking a highly-motivated worker to join the team as a General Services Associate. In this role, s/he will be responsible for providing assistance in the Department's Mailroom and Facilities Divisions.

Responsibilities include, but are not limited to:

maintaining public areas and work spaces, coordinating the sorting and delivery of agency mail, executing printing and photocopying requests, coordinating inter and intra agency deliveries, relocating furniture and supplies, maintaining records, coordinating internal and vendor services, serving as back-up liaison for telephone services, and transporting agency equipment and personnel. The Candidate will also serve as a liaison within the community to ensure that the Department receives the highest quality of goods and services.

Qualification Requirements

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
2. Education and/or experience which is equivalent to "1" above.

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.

Essential Skills

Proficient in Microsoft Office (Word, Excel, Outlook)

Preferred Requirements:

Valid NYS Driver's license
Ability to lift 50 lbs. unassisted

To Apply:

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER INDICATING JVN # TO: Jobs@dca.nyc.gov
(Must e-mail as MS Word only)

OR

Mail to: Human Resources Division

JVN # 866-12-95339
New York City Department of Consumer Affairs
42 Broadway, 8th Floor
New York, NY 10004

***INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.
NO PHONE CALLS, FAXES, E-MAILS OR PERSONAL INQUIRIES PERMITTED.
NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.***

Post Date: 10/26/2011

Post Until: Filled

JVN: 866-12-95339

DCA and the City of New York is an equal employment opportunity employer.