

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

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

**Job Description**

Under supervision, responsibilities will include: Reviewing applications for required documents & the acceptance of payments for licensing fees, researching database (CAMIS/NYCSESV), interacting with the public, attending seminars and/or meetings, liaising with other city agencies, answering telephone calls, ensuring policies and procedures are followed, assisting other units when needed, and performing other clerical tasks as necessary. Additionally, assignments will include work in the Special Applications Unit, as well as other units as required.

**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**

1. Computer literate (MS Word, Excel, & Outlook)
2. Detail oriented
3. Professional demeanor
4. Strong oral and communication skills
5. Organized
6. Self-motivated
7. Fluency in a language in addition to English a plus

**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 # 866-12-95630  
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.***

<b>Post Date:</b> 11/04/2011	<b>Post Until:</b> Filled	<b>JVN:</b> 866-12-95630
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**DCA and the City of New York is an equal employment opportunity employer.**