

**The City of New York
Office of Administrative Trials and Hearings
Citywide Job Vacancy Notice**

Civil Service Title: Community Associate	Level: 00
Title Code No: 56057	Salary: \$32,321.00 - \$53,788.00
Office Title: Bronx Branch Supervisor	Work location: 3030 Third Avenue, Bronx, NY 10455
Division/Work Unit: OATH/ECB	Number of Positions: 1
Hours/Shift: 35 Hours Per Week	

Job Description

On behalf of the Office of Administrative Trials and Hearings/Environmental Control Board (OATH/ECB), the Department of Citywide Administrative Services (DCAS) seeks to hire a Community Associate to serve as a Bronx Branch Supervisor. Under the direction of the Administrative Branch Manager, the Bronx Branch Supervisor will delegate work assignments to subordinate staff and maintain proper staffing in each work unit. The Branch Supervisor's duties will also include ensuring that subordinates are professional and courtesy to customers; provide accurate information to customers; and adhere to all of the agencies policies and procedures when disseminating information. In addition they will monitor subordinates work performance on a daily basis and take immediate corrective action when necessary. The candidate will be responsible to:

- Process revenue adjustments and accurately review account data information and make necessary payment adjustments for misapplied payments according to the agency's revenue guidelines
- Electronically and manually record data of all requests received, and answer customer's correspondence
- Verifies negotiability of checks and money orders (according to agency's policies and procedures), provide a legible receipt for each violation payment to customers, and process within 1 business day
- Approve City Time leave slips, timesheets and resolve timekeeping discrepancies
- Maintain accurate subordinate performance diaries, and annual performance evaluations
- Maintain postage meter machine and inventory of all office supplies (weekly) and all equipment (daily)
- Train new staff in policies and procedures

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.

New York City residency may be required within 90 days of appointment.

Essential Skills

The candidate should possess a four (4) year high school diploma or its equivalent and two (2) years of satisfactory full-time professional experience supervising and training the staff of an office engaged in clerical or administrative activities in work that is required for the conduct of hearings, control processing, and integrity of dispositions of violations; excellent computer skills, verbal and communication skills.

To Apply:

TO APPLY, PLEASE EMAIL A COVER LETTER SALARY HISTORY & RESUME TO: hrjobs@dcas.nyc.gov
The JVN# MUST be the only text in the subject line of email; e.g. JVN# 868/2010/008478. Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. **Your cover letter, Salary History and resume MUST be attached as one MS Word document, specifically with the .doc extension.** Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter, Salary History and Resume to:

Ms. Karen Livingston, Director of Human Resources
Office of Administrative Trials & Hearings
40 Rector Street, 6th floor
New York, NY 10006

PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS. NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

For more information about OATH/ECB, visit us at: www.nyc.gov/oath

Post Date: 02/1/2010	Post Until: 02/12/2010	JVN: 868-2010-008478
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OATH/ECB is an Equal Opportunity Employer.