



**DEPARTMENT OF JUVENILE JUSTICE
JOB VACANCY NOTICE**



**Repost
JVN# 130-09-0001C**

Civil Service Title:	Community Associate
Title Code:	56057
Office Title:	EEO Liaison
Salary	
Hiring Rate:	\$29,882
Incumbent Rate:	\$34,364 - \$49,730
Unit/Location:	Central Office / EEO Unit 110 William Street – 14 th Floor New York, NY 10038
No. of Position(s):	1

Job Description: The selected candidate will serve as an EEO Liaison with the Agency EEO Officer. Under the direction of the EEO Officer, the selected candidate will be responsible for interviewing witnesses regarding complaints of discrimination, assist the EEO Officer in conducting EEO training throughout the Agency, including field work investigations and interviews, and attend conferences and meetings in the absence of the EEO Officer. The selected candidate will submit and maintain daily logs for employees with discrimination complaints and a reasonable accommodation log, while maintaining a filing system and preparing memorandums and responding to correspondence in a timely manner. In addition, s/he will perform related special assignments as delegated by the EEO Officer.

Qualification Requirement(s):

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.

Preferred Qualifications:

- ▶ Must be computer literate, be able to type a minimum of 40 words per minute.
- ▶ Excellent communication, writing and organizational skills.
- ▶ Knowledge of Excel, Word, Access, basic computer skills.
- ▶ Familiar with City government, including CHRMS and PMS systems.

Anyone interested in applying for this position must submit cover letter and two copies of resume including Job Vacancy Number to:

**NYC Department of Juvenile Justice
Human Resources – Recruitment Division
110 William Street– 14th Floor
New York, NY 10038**

The New York City Department of Juvenile Justice is an equal opportunity employer

NYC Residency is required within 90 days of appointment.

Posting Date: 8/19/08	Posting Expires: Until Filled	JVN #130-09-0001C
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