



**DEPARTMENT OF JUVENILE JUSTICE
JOB VACANCY NOTICE**



JVN# 130-06-0008C

Civil Service Title:	Associate Staff Analyst
Office Title:	Executive Assistant to the First Deputy Commissioner
Salary	
Non-City Hiring Rate:	\$49, 778
City Incumbent Rate:	\$57, 245 - \$74, 118
Unit/Location:	Office of the First Deputy Commissioner Central Office 365 Broadway New York, NY 10013
No. of Positions:	1

Job Description: Candidate will report directly to the First Deputy Commissioner and be responsible for assisting with the management of functions and staff under the jurisdiction of that position, including programmatic, operational and administrative issues. The candidate will be responsible for: preparing meeting agendas and briefing materials; attending meetings on behalf of the First Deputy Commissioner; monitoring the progress of key Agency initiatives; relaying and tracking correspondence and assignments to Agency staff for timely and appropriate response; drafting and reviewing written materials for the Commissioner and First Deputy Commissioner; monitoring Agency performance and operations, and conducting special projects at the direction of the First Deputy Commissioner. The candidate will coordinate meetings with Agency operations and administrative staff, and serve as liaison on behalf of the First Deputy Commissioner with all areas of the Agency, as well as other City and State agencies and related organizations. The selected candidate will assist in formulating programmatic and policy recommendations, drafting policies and procedures and other related projects.

Qualification Requirement(s):

- ▶ A Master’s Degree from an accredited college in economics, finance, accounting, business or public administration, human resource management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, or a closely related field, and one year of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management, or in a related area; or
- ▶ A Baccalaureate Degree from an accredited college and three years of satisfactory full-time professional experience in the areas described above.

Preferred Qualification Requirement(s):

- ▶ Ability to maintain high level of confidentiality
- ▶ Excellent communication and writing skills
- ▶ Excellent computer skills
- ▶ Background in City government operations, juvenile justice, criminal justice or related fields
- ▶ Valid N.Y.S. Driver’s License

Other Requirement(s):

- ▶ Candidate may be asked to produce a writing sample during the interview/selection process.

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

**NYC Department of Juvenile Justice
Human Resources – Recruitment Division
365 Broadway – 3rd Floor
New York, NY 10013**

F/V/D The New York City Department of Juvenile Justice is an equal opportunity employer

***** Responses must be received by the Recruitment Division
by close of business on the date the posting expires*****

Posting Date: 9/12/05	Posting Expires: UNTIL FILLED	JVN #130-06-0008C
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