



**DEPARTMENT OF JUVENILE JUSTICE  
JOB VACANCY NOTICE**



**JVN# 130-08-0039C**

<b>Civil Service Title:</b>	Associate Staff Analyst
<b>Title Code:</b>	12627
<b>Office Title:</b>	Executive Assistant to Deputy Commissioner
<b>Salary Hiring Rate: Incumbent Rate:</b>	\$51,396 \$59,105 - \$76,527
<b>Unit/Location:</b>	Office of the Deputy Commissioner for Administration & Policy Headquarters 110 William Street, 20 <sup>th</sup> Floor New York, NY 10038

**No. of Position(s):** 1

**Job Description:** Candidate will report directly to the Deputy Commissioner of Administration & Policy 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 Deputy Commissioner; monitoring the progress of key Agency initiatives; relying and tracking correspondence and assignments to Agency staff for timely and appropriate response; drafting and reviewing written materials for the Deputy Commissioner; monitoring Agency performance and operations, and conducting special projects at the direction of the Deputy Commissioner. The selected candidate will coordinate meetings with Agency operations and administrative staff, and serve as liaison on behalf of the 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):**

1. 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, an 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
2. A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience in the areas described above.

**Preferred Qualifications:**

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

**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 – 20<sup>th</sup> Floor  
New York, NY 10038**

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

<b>Posting Date:</b> 12/26/07	<b>Posting Expires:</b> Until Filled	<b>JVN #130-08-0039C</b>
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