



DEPARTMENT OF JUVENILE JUSTICE
JOB VACANCY NOTICE



JVN# 130-06-0018C

Civil Service Title:	Principal Administrative Associate, I
Office Title:	Fiscal Business Coordinator
Salary Non-City Hiring Rate: City Incumbent Rate:	\$33,222 \$38,205 - \$48,665
Unit/Location:	Crossroads Juvenile Center 17 Bristol Street Brooklyn, NY

Job Description: Under supervision of the Director of Support Services, with latitude for independent initiative and judgement, the Fiscal and Business Coordinator will perform the following supervisory or administrative functions: coordinates the operations of the Fiscal and Business Unit; coordinates all financial transactions originating at the detention facility; maintains accurate records of all financial transactions; prepares internal financial reports as assigned; maintains the Impress Fund and Bail Accounts; collects, monitors, and deposits cash bail payments on behalf of juveniles in the Agency’s custody; oversees the office supply storeroom and maintains computerized inventory; coordinates office equipment repair services and maintains office equipment records and inventory; processes requests for supplies, equipment and office services in compliance with purchasing policies; supervises messenger/copy room staff; implements the Agency’s absence control and performance evaluation system for the unit; assists in the Personnel Unit as needed; and performs other related duties.

Qualification Requirement(s):

- ▶ A baccalaureate degree from an accredited college and three years of satisfactory, full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
- ▶ An associate degree or 60 semester credits from an accredited college and four years of satisfactory, full-time progressively responsible experience as described in “1” above; or
- ▶ A four-year high school diploma or its educational equivalent and five years of satisfactory, full-time progressively responsible experience as described in “1” above; or
- ▶ Education and/or experience equivalent to “1”, “2” or “3” above. However, all candidates must possess the one year of administrative or supervisory experience as described in “1” above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in “1” above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 ½ years.

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*****

****NYC Residency required within 90 days of appointment****

Posting Date: 2/24/06	Posting Expires: 3/10/06	JVN #130-06-0018C
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