

**City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice**

Civil Service Title: Secretary	Level: 00
Title Code No: 10216	Salary: \$29,683/\$34,135-\$43,152 Frequency: ANNUAL
Business Title: Administrative Assistant	Work location: Rikers Island, East Elmhurst, NY 11370
Division/Work Unit: Central Warehouse Operations	Number of Positions: 1
Job ID: 195347	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction seeks to recruit an Administrative Assistant to provide clerical and general office support for the Central Warehouse Operations. Under direct supervision and with latitude for independent judgement, the successful candidate will be responsible for drafting correspondence; preparing letters, documents, memos and reports; coordinating and scheduling meetings and appointments; maintaining and organizing files; responding to incoming telephone and email inquiries; collecting and compiling data using Excel spreadsheets for use in the analysis and preparation of the Enterprise Asset Management (EAM) system; perform general office duties (mail, filing, copy, fax, order supplies), and perform related duties as assigned.

Qualification Requirements

A four-year high school diploma or its educational equivalent; plus

1. Two or more years of satisfactory full-time experience performing clerical, general office/administrative duties; or
2. Completion of 30 semester credits from an accredited college; 15 college semester credits may be substituted for each 6 months of the experience in "1" above; or
3. Two years of satisfactory active military duty. Education and/or experience which is equivalent to "1" above.

Skills Requirement

Ability to type a minimum of 35 words per minute (175 keystrokes).

Preferred Skills

Ability to manage information and distribute appropriately;
Ability to establish positive working relationships with multiple units and different levels of staff;
Excellent writing, communication, inter-personal, analytical, problem-solving and organizational skills;
Data Entry Skills and Microsoft Office Suite (PowerPoint, Word, Excel, Outlook etc.) proficiency.

Residency Requirements

New York City residency is generally required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply:

For City employees: Go to Employee Self-Service (ESS)-www.nyc.gov/ess and search for Job ID#:195347.

For all other applicants: Go to www.nyc.gov/careers and search for Job ID#: 195347.

Submission of a resume is not a guarantee that you will receive an interview.

Only candidates under consideration will be contacted.

Post Date: 05/22/2015

Post Until: 06/19/2015