

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

<b>Civil Service Title:</b> Community Coordinator	<b>Level:</b> none
<b>Title Code No:</b> 56058	<b>Salary:</b> \$49,000-\$56,000 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Administrative Assistant	<b>Work location:</b> Hazen Street, (Riker's Island) East Elmhurst, NY 11370
<b>Division/Work Unit:</b> Various Commands	<b>Number of Positions:</b> 10
<b>Job ID:</b> 219022	<b>Hours/Shift:</b> Various

**Job Description**

The New York City Department of Correction seek to recruit candidates to serve as Administrative Assistants to the facility Tour Commanders. Under supervision of the facility Tour Commander, the incumbents will be responsible for handling a wide range of administrative and general office support related tasks. The successful candidates will answer and screen telephone calls; notify the Tour Commander of incoming calls; partner with the clinic and security staff to track the assigned Tour Commander injury reports, use of force packages, and unusual incident packages; upload incident and search videos, print incident pictures, create spreadsheets; follow through to ensure requested actions are completed promptly and efficiently; respond to internal and external requests for information; coordinate meetings; handle incoming and outgoing electronic communications and written correspondence; assist with preparation of presentation materials; review reports and documents; prioritize and manage multiple projects simultaneously; perform general office duties (filing, copying, faxing, ordering supplies); and perform related duties as assigned.

**Note:**

This position will be in a correctional facility work environment which requires direct interaction with all levels of staff and may have interaction with the inmate population.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

**Preferred Skills**

Professional experience performing administrative duties in a high paced environment;  
Ability to be proactive, flexible, resourceful, meet deadlines and perform with a high level of professionalism;  
Ability to establish positive working relationships, interact with multiple units and different levels of correctional staff;  
Ability to manage information and distribute appropriately;  
Ability to maintain a high level of confidentiality on all matters;  
Strong writing, communication, inter-personal, and organizational skills;  
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](http://www.nyc.gov/ess) and search for **Job ID# 219022**

For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for **Job ID# 219022**

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

Only candidates under consideration will be contacted.

**Post Date:** 10/14/15

**Post Until:** 11/13/15

**The New York City Department of Correction and The City of New York are Equal Opportunity Employers**