

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

Civil Service Title: Correction Administrative Aide	Level: 00
Title Code No: 70400	Salary: \$17.56/\$17.56-\$20.00 Frequency: HOURLY
Business Title: Office Assistant (Part-Time)	Work Location: 75-20 Astoria Blvd, East Elmhurst, New York 11370
Division/Work Unit: Personnel Division	Number of Positions: 5
Job ID: 178768	Hours/Shift: Day Tour (no more than 28 hours per week)

Job Description

The New York City Department of Correction seeks to recruit Office Assistants to provide clerical and general office support for various divisions. Under supervision, the ideal candidates will assist with general office duties to include typing letters, memorandums, forms and other documents; answering telephones; handling incoming and outgoing correspondence; distributing mail; preparing folders and files; scheduling meetings; filing; copying; faxing; and performing other related duties as assigned. The candidates recruited must be well organized, resourceful, flexible, and able to interact with staff (at all levels) in a fast-paced environment, and maintain confidentiality.

Minimum Qualification Requirements

1. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization; plus
 - A. one year of satisfactory full-time experience performing clerical duties or public contact work requiring the obtaining and recording of information from persons; or
2. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization; plus
 - B. completion of 30 semester credits from an accredited college; 15 college semester credits may be substituted for each 6 months of the experience in "A" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization; plus
 - C. two years of satisfactory active military duty.

Skills Requirement

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

Preferred Skills

Data Entry Skills and Microsoft Office Suite (PowerPoint, Word, Excel, Outlook etc.) proficiency.
 Ability to maintain a high level of confidentiality and work independently as well as part of a team.
 Ability to manage information and distribute appropriately.
 Ability to establish positive working relationships with multiple units and different levels of staff.
 Strong writing, communication, inter-personal, problem-solving, and organizational skills is preferred.

Residency Requirement

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. Click on Recruiting Activities > Careers and search for Job ID#:178768

For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#: 178768

ATTENTION: KATHLEEN MADISON

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

Only candidates under consider will be contacted.

Posting Date: 12/16/2014	Post Until: 12/30/2014
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The City of New York is an Equal Opportunity Employer