

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

Civil Service Title: Community Associate	Level: 00
Title Code No: 56057	Salary: \$40,000.00/\$40,000.00-\$47,000.00 Frequency: ANNUAL
Business Title: Medical Support Clerk	Work Location: 75-20 Astoria Blvd, East Elmhurst, New York 11370
Division/Work Unit: Applicant Investigation Unit	Number of Positions: 3
Job ID: 179062	Hours/Shift: Day Tour
Job Description	
<p>The New York City Department of Correction has exciting career opportunities for Medical Support Clerks, to provide clerical and administrative assistance in the Applicant Investigation Unit (AIU). Under direction of the Executive Director of the Applicant Investigation Unit, the incumbents will be responsible for handling all administrative and clerical functions to include: scheduling Correction Officer candidates for medical, psychological and agility evaluation; preparing reports, documents, memos, spreadsheets and correspondence; providing telephone coverage for the front desk; handling and distributing mail; providing clerical support to psychologists and medical staff; ensuring medical or psychological evaluations and reviews are documented; following up with candidates; preparing candidate files and folders for the psychologists; assist AIU staff during written psych exams; perform general office duties (copying, faxing, filing, etc.) and other related duties as assigned.</p>	
Minimum Qualification Requirements	
<p>Qualification Requirements</p> <ol style="list-style-type: none"> 1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or 2. Education and/or experience which is equivalent to "1" above. 	
Preferred Skills	
<p>Strong writing, communication, inter-personal, analytical, research, problem-solving, and organizational skills. MS Office (Word, Excel, PowerPoint, Outlook) proficiency. Ability to gather sensitive information and maintain confidentiality.</p>	
Residency Requirement	
<p>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.</p>	
To Apply	
<p>For City employees: Go to Employee Self-Service (ESS)-www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID#:179062</p> <p>For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#: 179062</p>	
ATTENTION: KATHLEEN MADISON	
<p>Submission of a resume is not a guarantee that you will receive an interview. Only candidates under consideration will be contacted.</p>	
Posting Date: 12/18/2014	Post Until: 01/02/2015

The City of New York is an Equal Opportunity Employer

