

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

<b>Civil Service Title:</b> Community Associate	<b>Level:</b> 00
<b>Title Code No:</b> 56057	<b>Salary:</b> \$38,869-\$56,249 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Administrative Asst. to the Deputy Commissioner for Budget Mgmt. and Planning	<b>Work Location:</b> 75-20 Astoria Blvd., East Elmhurst, NY 11370
<b>Division/Work Unit:</b> Budget Division	<b>Number of Positions:</b> 1
<b>Job ID:</b> 169840	<b>Hours/Shift:</b> Day
<b>Job Description</b>	
<p>Under direct supervision with latitude for independent action, the candidate recruited will serve as Administrative Assistant to the Deputy Commissioner for Budget Management and Planning. The selected candidate will be responsible for, but not limited to the following duties:</p> <ul style="list-style-type: none"> <li>• Provide administrative support to the Deputy Commissioner by drafting correspondence; preparing reports, coordinating and scheduling meetings and appointments;</li> <li>• Maintain and organize files, respond to incoming telephone and email inquiries;</li> <li>• Collect and compile data in Excel spreadsheets for use in preparation and analysis of Budget reports;</li> <li>• Perform related work and special projects.</li> </ul>	
<b>Minimum Qualification Requirements</b>	
<p>Qualification Requirements</p> <ol style="list-style-type: none"> <li>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</li> <li>2. Education and/or experience which is equivalent to "1" above.</li> </ol>	
<b>Preferred Skills</b>	
Excellent computer and organizational skills required.	
<b>Residency Requirement</b>	
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.	
<b>To Apply</b>	
<p>For City employees: Go to Employee Self-Service (ESS) - <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a>. Click on Recruiting Activities &gt; Careers and search for Job ID#: 169840.</p> <p>For all other applicants: Go to <a href="http://www.nyc.gov/careers/search">www.nyc.gov/careers/search</a> and search for Job ID#: 169840.</p> <p style="text-align: center;">Attention: Kathleen Madison</p> <p style="text-align: center;">Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.</p>	
<b>Posting Date:</b> 10/07/2014	<b>Post Until:</b> 10/22/2014

**The City of New York is an Equal Opportunity Employer**