

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

<b>Civil Service Title:</b> Community Coordinator	<b>Level:</b> 00
<b>Title Code No:</b> 569058	<b>Salary:</b> \$47,703-\$55,000 Frequency: ANNUAL
<b>Business Title:</b> Executive Administrative Assistant	<b>Work Location:</b> 75-20 Astoria Blvd, East Elmhurst, NY 11370
<b>Division/Work Unit:</b> Investigation Division	<b>Number of Positions:</b> 1
<b>Job ID:</b> 210221	<b>Hours/Shift:</b> Day Tour

**Job Description**

The New York City Department of Correction has a unique opportunity for an experienced Executive Administrative Assistant to support the office of Investigations. The ideal candidate will be responsible for handling a wide range of administrative and executive support related tasks. The candidate recruited must be well organized, proactive, resourceful, flexible, able to interact with staff (at all levels) in a fast paced environment, meet deadlines, perform with a high level of professionalism and maintain confidentiality. The incumbent will be responsible for screening calls; responding to internal and external requests for information; following through to ensure requested actions are completed promptly and efficiently; calendar management; coordinating meetings; communicating and handling 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 (mail, filing, copy, fax, order supplies), and perform other duties as assigned.

**Minimum 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 equivalent to "1", "2" above. However, all candidates must have at least one year of experience in "1" above.

**Preferred Skills**

Microsoft Office Suite (PowerPoint, Word, Excel, Outlook etc.) proficiency;  
 Ability to maintain a high level of confidentiality on all matters;  
 Experience in a high paced environment, with the 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, research, problem-solving, and organizational skills.

**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](http://www.nyc.gov/ess) and search for Job ID# 210221.

For all other applicants: go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID # 210221

Submission of a resume is not a guarantee that you will receive an interview.  
 Only those candidates under consideration will be contacted.

**Posting Date:** 08/28/2015

**Post Until:** 09/10/2015

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