

City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice

Civil Service Title: Community Coordinator	Level: 00
Title Code No: 569058	Salary: \$47,703-\$60,000 Frequency: ANNUAL
Business Title: Executive/Administrative Assistant	Work Location: 75-20 Astoria Blvd, East Elmhurst, NY 11370
Division/Work Unit: Various	Number of Positions: 4
Job ID: 178051	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction has unique opportunities for experienced Executive/Administrative Assistants to support Executive Leadership. The ideal candidates will be responsible for handling a wide range of administrative and executive support related tasks. The candidates 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 Executive/Administrative Assistants 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 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
4. 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. Click on *Recruiting Activities > Careers* and search for Job ID# 17805

For all other applicants: go to www.nyc.gov/careers/search and search for Job ID # 17805

Attention: Kathleen Madison

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

Posting Date: **12/10/2014**

Post Until: **12/24/2014**

The City of New York is an Equal Opportunity Employer