

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

Civil Service Title: Community Coordinator	Level: N/A
Title Code No: 56058	Salary: \$48,895 - \$56,229 Frequency: ANNUAL
Office Title: Executive Administrative Assistant	Work location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: EEO	Number of Positions: 1
Job ID: 234372	Hours/Shift: Day (however, may require tour changes based on the availability of staff)

Job Description

The New York City Department of Correction is one of the largest municipal jail systems in the United States. It provides for the care, custody and control of inmates, 16 years of age and older, accused of crimes or convicted and sentenced to incarceration of one year or less. The Department of Correction operates 14 inmate jail facilities including ten that are on Riker's Island, the court pens in the five boroughs, and two prison hospital wards, handles approximately 81,000 admissions each year, manages an average daily population of over 11,500 inmates, and employs more than 10,000 uniformed and non-uniformed staff.

The Office of Equal Employment Opportunity (EEO) is integral to the Department of Correction's efforts to ensure the integrity, professionalism, and accountability of its staff. The EEO Unit is responsible for conducting highly sensitive and confidential investigations into departmental employee discrimination and/or harassment complaints. To that end, we work to prevent discrimination before it occurs through outreach, education and training. The Office of EEO is also responsible for the processing of requests for reasonable accommodations which ensures all individuals enjoy full access to equal employment opportunity at the NYC Department of Correction.

Under the supervision of the Assistant Commissioner of EEO, the Executive Assistant will perform the following duties: provide administrative support, including but not limited to, drafting/editing correspondence, answering and directing/responding to telephone calls, managing calendar appointments. Assist with research, analysis, performance tracking and data presentation to the various oversight agencies. Advanced Excel and Power Point skills preferred. Assist with analyzing trends in EEO developments as well as assessing the impact of programs and policies. Construct queries of the agency's information systems to improve performance based on data that is presented; and work to effectively communicate the results of these analyses to agency/provider staff and partners. Participate in staff meetings and keep staff and oversight agencies informed of departmental goals and changes in programs, policies, and procedures. Interpret policies and procedures by researching and reviewing documents in order to prepare requested information for supervisor. Respond to requests for information concerning administrative, fiscal, and periodic standardized activity reports and other priority data. Handle special projects and other administrative 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 which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Preferred Skills

Preferred skills include: excellent communications skills and the ability to multi-task.

Residency Requirements

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 and search for Job ID# 234372

For all other applicants: Go to www.nyc.gov/careers and search for Job ID# 234372

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

Only those candidates under consideration will be contacted.

Post Date: 3/4/16

Post Until: 3/18/16

The City of New York is an Equal Opportunity Employer