

City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice

Civil Service Title: Administrative Staff Analyst (NM)	Level: NM
Title Code No: 1002A	Salary: \$57,000-\$63,000 Frequency: ANNUAL
Business Title: Legal Office Assistant	Work location: 75-20 Astoria Blvd., East Elmhurst, New York 11370
Division/Work Unit: Legal Division	Number of Positions: 1
Job ID: 178496	Hours/Shift: Day Tour
<div>Job Description</div> <p>The New York City Department of Correction, Legal Division is seeking to recruit an Office Assistant. Under executive direction of the Deputy General Counsel and with latitude to exercise independent judgment, the Office Assistant will support ongoing business functions in the Legal Division by assisting the Deputy General Counsel and agency attorneys with case management; scheduling appointments; requesting documents; preparing business correspondence; and handle a wide range of administrative functions to include: 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; 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. 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.</p>	
<div>Qualification Requirements</div> <p>1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or</p> <p>2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in 1 above, including the 18 months of executive, managerial, administrative or supervisory experience as described in 1 above.</p>	
<div>Preferred Skills</div> <p>Excellent 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>	
<div>Residency Requirements</div> <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>	
<div>To Apply:</div> <p>For City employees: Go to Employee Self-Service (ESS)-www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID#:178496.</p> <p>For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#: 178496</p> <p>Attn: Floretha Bryant Submission of a resume is not a guarantee that you will receive an interview. Only candidates under consider will be contacted.</p>	
Post Date: 12/12/2014	Post Until: 12/26/2014