

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

Civil Service Title: Principal Administrative Associate	Level: II
Title Code No: 10124	Salary: \$44,735/\$51,445-\$65,028 Frequency: ANNUAL
Business Title: Principal Administrative Associate	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Financial Services	Number of Positions: 1
Job ID: 151997	Hours/Shift: Day Tour

Job Description

Under supervision, performs difficult secretarial, typing, word processing, office and/or supervisory duties, with latitude for independent judgment. Oversees assigned staff in production of large assignments. Reviews and edits completed assignments for accuracy and compliance with assignment instructions. May supervise, coordinate and prioritize complex activities by processing, recording, checking and maintaining records, furnishing information and preparing reports.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college and three years of satisfactory full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and five years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience as described in "1" above;
4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

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#151997.

Attention: Shynelle Venzen

This position is only open to Department of Correction employees who are permanent in the title of Principal Administrative Associate.

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

Only those candidates under consideration will be contacted.

Posting Date: 06/17/2014

Post Until: 07/02/2014

The City of New York is an Equal Opportunity Employer