NEW YORK CITY FIRE DEPARTMENT
JOB VACANCY NOTICE

CIVIL SERVICE TITLE
Community Associate

Title Code #
56057

OFFICE TITLE
Community Outreach Associate

SALARY
$33,799-Minimum salary for full-time employees with less than 2 years of City Service
$38,869-Maximum salary for full-time employees with more than 2 years of City Service

BUREAU/DIVISION/UNIT
Fire Prevention/Licensing

LOCATION
9 MetroTech Center, Brooklyn, New York

JOB DESCRIPTION
Under general supervision, with latitude for independent initiative and judgment, the Community Associate will provide excellent customer service to the city wide community; act as a team leader in processing walk-in applicants on daily basis; process online renewals; provide customer service via phone, emails and in person; perform difficult and responsible clerical operations; schedule appointments; assist in review of expedited company applications; maintain contact with associations, large groups, and companies using COF services.

QUALIFICATION REQUIREMENTS:
1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to ”1” above.

PREFERRED SKILLS:

Capabilities of collaborative work and decision making and efficiently multi-task
Knowledge of Microsoft Office Programs
Strong data entry skills
Knowledge of Fire Prevention and Certificate of Fitness program is extremely helpful
In depth knowledge of Fire Safety Director/Emergency Action COFs

NOTE: New York City residency is 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.

Please note that only candidates considered for an interview will be contacted.

TO APPLY:
CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE (NYC.GOV/ESS). REFER TO JOB ID #__193593____.

DATED: May 27, 2015

”FDNY is ranked as the top place to work among gov’t agencies; and 17th overall among 500 employers among large U.S. companies, nonprofits, gov’t agencies, and U.S. divisions of multi-national.”
-Forbes magazine, on “America’s Best Employers 2015”

The Fire Department is an Equal Opportunity Employer.