

Appointments are subject to Office of Management and Budget (OMB) approval.
OFFICE OF CHIEF MEDICAL EXAMINER

CITYWIDE JOB VACANCY NOTICE

TEMPORARY POSITION

Civil Service Title: Community Associate	Level: NA
Title Code No: 56057	Salary: \$32,321- \$37,169*
Office Title: Administrative Coordinator	*Minimum with 2 years of continuous City service
Division/Work Unit: Forensic Science Training Program (FSTP)	Work Location: 421 East 26 th Street
Hours/Shift: 35 hours per week	Number of Positions: 1

JOB DESCRIPTION

- Assesses applicant eligibility and processes applications for admissions to the training program
- Prepares applications for review by the admissions committee and contacts all applicants with final admissions decisions
- Assists in the collation and scoring of exams
- Assists with troubleshooting on behalf of attendees
- Assists the Training Director and program faculty in the organization of training modules for each course
- Coordinates travel, accommodation and training session requirements/logistics for participants
- Approves all reimbursements for miscellaneous expenses incurred by training participants
- Responds to general inquiries regarding the FSTP.
- Orders supplies for the FSTP.
- Other duties as assigned

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.

New York City residency is required within 90 days of appointment.

PREFERRED SKILLS

1. College graduate is a plus
2. Familiarity with Excel spreadsheets, PowerPoint, SharePoint, Outlook, Microsoft Word
3. Familiarity with scanning and incorporating pictures into the JPEG format.
4. Must be well organized and can work with minimal supervision
5. Good oral and written communication skills

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:

Recruiter1
Human Resources
The Office of Chief Medical Examiner
421 East 26th Street, 10th Floor
New York, NY 10016
Fax: 212-323-1770

NO PHONE CALLS

NOTE: You may email resumes in a Word formatted document to: Recruiter1@ocme.nyc.gov

Please reference job posting number JVN: 816/10/CME/024 when applying for this position.

POST DATE: 10/15/09	POST UNTIL: 10/29/09	JVN: 816/10/CME/024 (Agency Code/ Fiscal Year/Number)
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