

CITY OF NEW YORK
DEPARTMENT OF INVESTIGATION
Job Vacancy Notice

Civil Service Title: Community Coordinator	Title Code No: 56058
Unit: OIG-NYPD	Work location: Manhattan
Office Title: Executive Assistant	
Number of Positions: 01	Salary: \$42,173 - \$ 65,000

Job Description

The Department of Investigation Office of the Inspector General for the New York City Police Department (“Office” or “OIG-NYPD”) is authorized to investigate, review, study, audit and make recommendations relating to the operations, policies, programs and practices of NYPD, with the goal of enhancing the effectiveness of NYPD, increasing public safety, protecting civil liberties and civil rights, and increasing the public’s confidence in the police force.

The selected candidate will be the Executive Assistant to the OIG-NYPD Inspector General and will provide administrative support to other Executive OIG-NYPD staff. Duties will include organizing and managing the office, drafting correspondence, scheduling meetings, maintaining and organizing records, answering telephones, tracking and responding to email correspondence, and related tasks as assigned by the OIG-NYPD Inspector General or Deputy Inspector General. Must be capable of exercising independent judgment and maintaining the confidentiality of sensitive investigative information.

Qualifications

1. A baccalaureate degree from an accredited college and two years in community work or community centered activities in an area related to the duties described above difficulty; 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 equivalent to "1", or "2" above. However, all candidates must possess the one year of experience as described in "1" above.

Preferred Skills

Experience in computer software such as Microsoft Office 2013 (Word Excel, Access, PowerPoint and Outlook)

Strong Secretarial skills preferred

To Apply:

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare/ess>

Click on Recruiting Activities/Careers and Search for Job ID #155492

All other applicants, please go to www.nyc.gov/career/search and search for Job ID#155492

Please do not email, mail or fax your resume to DOI directly.

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 requirements applies to you, please discuss with the agency representative at the time of interview.

Appointments are subject to Office of Management & Budget approval for budgeted headcount.

Post Date: 07/16/14

Post Until: Filled

The City of New York is an Equal Opportunity Employer.