

**CITY OF NEW YORK
CITYWIDE JOB VACANCY NOTICE
Community Board #4**

Civil Service Title: Community Service Aide Title Code No: 52406 Division/Work Unit: Queens Comm. Board #4 Number of Positions: 1 Hours/Shift: Flexible- Hourly 10 hrs per week maximum	Level: I Salary: 14.18 per hour
--	--

JOB DESCRIPTION

Under immediate supervision, in various City agencies, receives training and assists in carrying out defined task to provide necessary and improved community service; performs related work. May perform routine office tasks, such as filing, keeping records and typing. May answer telephones and make referrals or take messages. Generally is called upon to improve communication between the community and the agency.

QUALIFICATION REQUIREMENTS

Community Board #4 is seeking a Community Service Aide in the district office for flexible part time hours. The applicant must be interested in the community and government service, have a high school diploma, with prior work experience, excellent phone, and computer skills. Familiarity with the Corona, Elmhurst and surrounding communities is preferred. Spanish speaking preferred. No phone calls please.

TO APPLY, PLEASE SUBMIT RESUME TO:

Christian Cassagnol - District Manager
 Community Board #4
 46-11 104 Street, Corona, NY 11368

POST DATE: 07/14/2015	POST UNTIL: Filled	JVN#: 2015-013-0039
--	-------------------------------------	--------------------------------------

Queens Community Board #4 and the City of New York is an Equal Opportunity Employer.