

**CITY OF NEW YORK**  
**Queens Community Board #7**  
**CITYWIDE JOB VACANCY NOTICE**

<b>Civil Service Title:</b> Community Assistant <b>Title Code No:</b> 56056 <b>Division/Work Unit:</b> Queens Community Board #7 <b>Number of Positions:</b> 1 <b>Hours/Shift:</b> Full Time	<b>Level:</b> <b>Salary:</b> \$35,000 /yr. <b>All paid benefits</b>	
<b>JOB DESCRIPTION</b> Employee will be responsible for, but not limited to, the following: <ul style="list-style-type: none"> <li>• Work with Committee Chairs to set up meetings for standing committees.</li> <li>• Complaint resolution, e.g. correspondence with 311 and similar City Agencies.</li> <li>• Standard office-related duties such as filing, sorting and distributing mail, copying, scanning, updating and accessing both paper and electronic files.</li> <li>• Create and maintain rapport with local entities (City and Government Agencies).</li> <li>• Must attend day/evening meetings, take, transcribe and distribute minutes.</li> <li>• Participation in staff team meetings.</li> <li>• Order and monitoring all office billing for equipment &amp; supplies via the city.</li> </ul>		
<b>QUALIFICATION REQUIREMENTS</b> <ol style="list-style-type: none"> <li>1. High School graduate and 5 years' experience required for this position.</li> <li>2. Candidates must be able to understand and be understood in English. For certain assignments, the ability to speak a foreign language may be required. (See below).</li> <li>3. For certain assignments, the ability to perform specific physical tasks may be required.</li> </ol>		
<b>PREFERRED SKILLS</b> <ul style="list-style-type: none"> <li>• Working knowledge of office equipment (personal computer, fax machine, scanner, copier, multi-line telephone, postage machine, etc.).</li> <li>• Working knowledge of MS Windows, Internet and MS Office (Word, Publisher and Excel).</li> <li>• The ability to work with a very diverse group of people; comfortable talking to and interacting with others; excellent written and oral skills; professionalism and courtesy.</li> <li>• Ability to work without supervision in case of absence of supervisor(s) when necessary.</li> <li>• Excellent organizational skills a must.</li> </ul>		
<b>TO APPLY, PLEASE SUBMIT RESUME TO:</b> Marilyn McAndrews, District Manager Queens Community Board #7 133-32 41 <sup>st</sup> Road Suite 3-B Flushing, NY 11355 <b>All résumés must be sent via mail. Certified Return Receipt is required.</b> <b>(No Phone Calls Please)</b>		
<b>POST DATE:</b> <b>October 24, 2016</b>	<b>/POST UNTIL:</b> <b>Filled</b>	<b>JVN#:</b> 2016-013-0054

*The City of New York is an Equal Opportunity Employer.*  
 New York City Residency Required.