

**CITY OF NEW YORK**  
**Queens Community Board #9**  
**CITYWIDE JOB VACANCY NOTICE**

<b>Civil Service Title:</b> Community Service Aide	<b>Level:</b> I
<b>Title Code No:</b> 52406	<b>Salary:</b> Commensurate with experience. All paid benefits.
<b>Division/Work Unit:</b> Community Board #9, Queens	
<b>Positions:</b> 1	
<b>Hours/Shift:</b> Part Time	

***JOB DESCRIPTION***

Community Board #9 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. Prior work experience, administrative and office support, excellent phone & computer skills. Duties include fielding telephone calls, word processing, and filing, etc.

**QUALIFICATION REQUIREMENTS**

1. High School graduate, Associates Degree preferred.
2. Ability to multi task.
3. Must be able to assist in providing community services by performing liaison functions between city Agencies and the Communities and individuals we serve.
4. For certain assignments, the ability to perform specific physical tasks may be required.
5. References are required.

***PREFERRED SKILLS***

1. Command of English is required. Fluency in Spanish, Bengali, Punjabi, and other languages a plus.
2. Working knowledge of computer operating systems, internet and MS Office Applications, i.e. Word , Outlook, Excel and Mail merge.
3. 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.
4. Knowledge of City and Governmental procedures is preferred.
5. Excellent organizational skills a must.

***TO APPLY, PLEASE SUBMIT RESUME TO:***

**All résumés must be sent via mail. Certified Return Receipt is required To:**  
**Community Board 9- Application Submission**  
**120-55 Queens Blvd., Room 310A**  
**Kew Gardens, NY 11424**  
**(No Phone Calls Please)**

***The Queens Community Board #9 and the City of New York are  
Equal Opportunity Employers.***

**POST DATE:** 6/4/15

**POST UNTIL:** Filled

**JVN#:** 013-2015-0038