

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

<b>Civil Service Title:</b> Community Assistant <b>Title Code No:</b> 56056 <b>Division/Work Unit:</b> Community Board #9, Queens <b>Positions:</b> 1 <b>Hours/Shift:</b> Full Time	<b>Salary:</b> Commensurate with experience and hours. All paid benefits
<b><i>JOB DESCRIPTION</i></b>	
<p>Under direct supervision of the District Manager, with some latitude for independent initiative and judgement, this position will require the following:</p> <p><i>Performs administrative and office support activities for multiple projects. Duties include fielding telephone calls, word processing, creating spreadsheets and filing. Extensive software skills are required, as well as Internet research abilities and strong communication skills. Editing Word Processing, creating spreadsheets, Transcription for Minutes</i></p>	
<b><u>QUALIFICATION REQUIREMENTS</u></b>	
<ol style="list-style-type: none"> <li>1. Associate Degree Preferred.</li> <li>2. Knowledge of transcription work is a must.</li> <li>3. Must be able attend Board Meeting one evening per month.</li> <li>4. For certain assignments, the ability to perform specific physical tasks may be required.</li> <li>5. References are Required.</li> </ol>	
<b><i>PREFERRED SKILLS</i></b>	
<ol style="list-style-type: none"> <li>1. Command of English is required. Fluency in Spanish, Bengali, Punjabi, and other languages a plus.</li> <li>2. 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>3. Working knowledge of computer operating systems, internet and MS Office Applications</li> <li>4. Working knowledge of office equipment (personal computer, fax machine, scanner, copier, multi- line telephone, postage machine, etc.</li> <li>5. Basic understanding of digital recording and editing software and transcription equipment</li> <li>6. Knowledge of City and Governmental procedures is preferred.</li> <li>7. Ability to work without supervision when necessary.</li> <li>8. Excellent organizational skills a must.</li> </ol>	
<b><i>TO APPLY, PLEASE SUBMIT RESUME TO:</i></b> <b>All résumés must be sent via mail. Certified Return Receipt is required To:</b> <b>Community Board 9Q- Application Submission</b> <b>120-55 Queens Blvd., Room 310A</b> <b>Kew Gardens, NY 11424</b> <b>(No Phone Calls Please)</b> <b>Please reference job posting number on resume.</b>	
<b><i>The Queens Community Board #9 and the City of New York are Equal Opportunity Employers.</i></b>	
<b>POST DATE:</b> 5/28/15	<b>POST UNTIL:</b> Filled
<b>JVN#:</b> 2015-013-0036	