



DEPT OF ENVIRONMENT PROTECTION
Job Posting Notice

Environmental Protection

Job ID: 196149 **# of Positions:** 7
Business Title: Receptionist/Greeter/Administrative Assistant
Civil Service Title: COMMUNITY ASSISTANT
Title Code No: 56056 **Level:** 00
Proposed Salary Range: \$ 28,675.00 - \$ 37,201.00 (Annual)
Work Location: 250 Broadway, N.Y.
Division/Work Unit: Sandy Program Management

[Return to Previous Page](#)

[Switch to Internal View](#)

Job Description

The Build it Back Centers are key to the City's neighborhood based approach to building more resilient communities and helping homeowners impacted by Superstorm Sandy. In a fast-paced office, dealing with complex issues, the position will work with construction and engineering organizations, representatives from the Department of Buildings, representatives from social service and non-profit groups as well as members of the public.

The Mayor's Office of Housing Recovery is seeking a Receptionist/Administrative Assistant for its [Staten Island, Brooklyn, Queens] Build it Back Center.

Under general supervision, the candidate will be responsible for:

- Greeting homeowners, applicants, staff from other agencies, contractors or vendors upon their arrival at the Center and directing them to the proper personnel or providing information as appropriate;
- Obtaining and compiling homeowner satisfaction information;
- Responding to and/or directing telephone inquiries from homeowners, applicants, staff from other agencies, contractors or vendors; taking messages and directing them to the appropriate personnel;
- Performing routine office tasks which may include scanning, filing, printing or locating documents, information or records in computerized database (CMS);
- Providing general administrative and clerical support to staff including, but not limited to sorting and distributing mail, maintaining attendance and visitors logs, making and distributing photocopies and ordering and maintenance of office and break room supplies;
- Arranging for language interpretation services for individuals who are unable to communicate effectively in English;

Minimum Qual Requirements

1. There are no formal education or experience requirements for this position. However, the ability to understand and carry out simple instructions is required.
2. Candidates must be able to understand and be understood in English.

Preferred Skills

The ideal candidate would have:

- Successful customer service experience in a community setting or in an area related to the duties described above.
- An ability to work evenings and weekends.
- Exceptional interpersonal and communication skills; excellent organizational skills.
- Excellent computer skills and the ability to learn new programs.
- The ability to speak and understand Spanish and/or Russian would be a plus.
- Notary Public license a plus

Additional Information

This is a long-term temporary grant funded position with an estimated duration of up to 18 months.

To Apply

To apply click "Apply Now"

The NYCDEP is an Equal Opportunity Employer

Residency Requirement

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

POSTING 06/04/2015
DATE:

POST UNTIL: 06/17/2015