

CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING

CITYWIDE VACANCY NOTICE

Civil Service Title: Principal Administrative Associate III Salary: \$68,209* - (Non-City minimum)
\$78,440** - (City minimum)

Title Code: 10124 Number of Positions: 1

Office Title: Office Assistant Work Location: 2 Lafayette Street, NYC

Division/Work Unit: Office of the Commissioner

Additional Information:

In order to be considered for the position candidates must be a current City Employee and be serving permanently in the title of Principal Administrative Associate or have taken the most recent Principal Administrative Associate civil service exam and be reachable for appointment from the resulting list.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs.

Job Description:

With an overarching mission to eliminate ageism and ensure the dignity and quality of life of approximately 1.8 million older New Yorkers, the NYC Department for the Aging is deeply committed to helping older adults age in their homes and creating a community-care approach that reflects a model age-inclusive city.

NYC Aging seeks a dynamic, motivated, and detail-oriented individual to serve as an Office Assistant within the Executive/Commissioner’s Office. The selected candidate will serve as a trusted, confidential assistant who provides support to the Special Assistant to the Commissioner with day-to-day activities. The selected candidate will assist in planning, implementing and coordinating initiatives. The Office Assistant will also function as an integral agency team member who participates in agency and citywide initiatives, collaborate with executive agency staff and senior leaders. The selected candidate will report directly to the Executive Assistant to the Commissioner.

Duties and responsibilities will include but not be limited to the following:

- Assist with maintaining the Commissioner’s calendar, schedule meetings, and coordinate appointments with internal and external stakeholders.
- Coordinate meeting logistics including preparing agendas, compile briefing materials, and record meeting notes as necessary.
- Assist in coordinating special events and presentations for the executive office.
- Track assignments, projects, and follow-up items to ensure timely completion.
- Maintain files, records, and documentation in accordance with agency policies and procedures.
- Coordinate office supplies with the Office of General Administrative Services (OGAS) team and handle daily logs.
- Serve as a point of contact for inquiries directed to the Commissioner’s office, screen calls and route requests to appropriate staff; monitor Commissioner messages/outlook mailbox.
- Support coordination and communication between the Commissioner’s Office and NYC Aging bureaus.
- Handle sensitive and confidential information with the highest level of discretion and professionalism.
- Perform additional administrative duties as assigned to support the Commissioner’s office operations.

***Non-City rate (non-City candidates & candidates with less than 2 years of City Service)**

****City incumbent rate (Candidates with 2 or more active years of City Service)**

Minimum Qualifications:

1. A baccalaureate degree from an accredited college and two years of satisfactory full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and three years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a state’s department of education or a recognized accrediting organization and four years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience as described in "1" above;
4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted

for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 years.		
Preferred Skills: • Strong organizational and time-management skills with the ability to manage multiple priorities. • Excellent written and verbal communication skills. • Ability to handle sensitive and confidential information with discretion and sound judgment. • Strong attention to detail. • Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint). • Ability to work collaboratively with diverse stakeholders across City agencies and community partners. NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.		
Program 55-a: This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program		
<u>TO APPLY</u> Please be sure to submit a resume & cover letter when applying. All current City Employees may apply by going to Employee Self Service (ESS) http://cityshare.nycnet/ess Click on Recruiting Activities/Careers and Search for Job ID # 777407 All other applicants, please go to www.nyc.gov/careers/search and search for Job ID # 777407 Please do not email, mail or fax your resume to NYC Aging directly.		
Posting Date:	August 14, 2026	JVN No. 125-27-07 CW
Post Until:	Filled	