

**City of New York
DEPARTMENT OF
INVESTIGATION
Intern Vacancy Notice**

Intern Title: Administrative Assistant Intern	Intern ID: 0012	Work location: 180 Maiden Lane
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Intern Description

As of August 2, 2021, all interns must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

The New York City Department of Investigation (DOI) is one of the oldest law enforcement agencies in the country with a mission of combating municipal corruption. It serves the people of New York City by acting as an independent and nonpartisan watchdog for New York City government, City agencies, and City employees, vendors with City contracts, individuals and entities that receive City funds.

DOI is seeking a Administrative Assistant intern , under supervision, with a limited latitude for independent judgment, perform clerical work in relation to files, searching of files, invoices and reports using alphabetical and numerical procedures; perform ordinary mathematical calculations; operate a telephone call directory, multi-line phone; perform clerical operations in an assigned area, perform data entry and retrieval also perform incidental typing.

Essential Duties

- Follow all division and agency policies and procedures.
- Excellent organizational and administrative skills.
- Able to handle a large workload with a variety of deadlines.
- Perform clerical and related administrative work, including data entry, printing, answering and directing calls, sorting the daily mail, maintaining filing systems, organizing, copying, and filing unit documents and records.
- Operate copy machine, postage machine and book binding machine.

Required Knowledge, Skills, and Abilities:

- Attention to detail; ability to handle sensitive information.
- Strong communication both written and oral, interpersonal, organizational and customer service skills
- Familiarity with office protocols involving dress, demeanor, record keeping, confidentiality, staff meetings, visitors, and employee use of supplies and equipment
- Proficient in Microsoft Word and Excel
- Able to lift up to 15lbs

Post Date: 2/8/2023

Post Until: 4/7/2023

The City of New York is an equal opportunity employer and is strongly committed to a policy of non-discrimination. We are committed to recruiting a diverse and inclusive talent pool.