

**City of New York  
Department of Information Technology and Telecommunications  
Job Posting Notice**

<b>Civil Service Title:</b> Principal Administrative Associate	<b>Level:</b> 01
<b>Title Code No:</b> 10124	<b>Salary:</b> \$41,810/\$48,082 - \$61,248
<b>Business Title:</b> Administrative Assistant	<b>Work Location:</b> Manhattan, NY
<b>Division/Work Unit:</b> Office of the General Counsel	<b>Number of Positions:</b> 1
<b>Job ID:</b> 199733	<b>Hours/Shift:</b> Day

**Job Description**

**(New York City Residency required within 90 days of appointment)**

DoITT provides for the sustained, efficient and effective delivery of IT services, infrastructure and telecommunications to enhance service delivery to New York City's residents, businesses, employees and visitors. As the City's technology leader, DoITT is responsible for maintaining the foundational IT infrastructure and systems that touch every aspect of City life from public safety to human services, from education to economic development crossing the full spectrum of governmental operations.

The successful candidate will serve as an Administrative Assistant reporting to the Office of the General Counsel, which consists of eight attorneys in the Legal Affairs Unit and six analysts in the Quality Oversight Unit. The selected candidate will perform a wide range of assignments such as: Formatting contracts and other complex documents; proof-reading draft contracts and other documents to correct typographical, grammatical and other errors; verifying accuracy of tables of contents and internal document headings, internal cross-references, and correct and consistent use of defined terms; helping ensure that documents are written in plain language; assisting with e-discovery and responses to FOIL requests and subpoenas; answering telephones and taking messages; scheduling meetings; formatting and sending outgoing mail and opening and routing incoming mail; managing supplies; submitting purchase orders and requests for reimbursement; and perform special project as assigned.

**Minimum Qualification Requirements**

1. A baccalaureate degree from an accredited college and three 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 four 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 five years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience as described in "1" above;  
or
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 3½ years.

**NOTE THAT THE SUCCESSFUL APPLICANT MUST CURRENTLY HOLD A PERMANENT OR PROBATIONARY PRINCIPAL ADMINISTRATIVE ASSOCIATE TITLE. APPLICANTS MUST INDICATE THEIR COMPLIANCE WITH THIS REQUIREMENT IN THEIR COVER LETTERS OR RESUMES.**

**Preferred Skills**

The successful candidate should possess the following: Ability to work effectively and cordially with legal, analytical and clerical staff, willingness to handle wide variety of assignments, top-level attention to detail, high level ability with advanced Microsoft Word features, ability to work independently with a wide variety of computer applications.

**To Apply**

**MUST CURRENTLY HOLD A PERMANENT OR PROBATIONARY PRINCIPAL ADMINISTRATIVE ASSOCIATE TITLE**

For City employees only, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID#199733

-or-

If you do not have access to a computer, please mail resume indicating Job ID # to:  
Department of Information Technology and Telecommunications (DoITT)  
Recruitment Office - 255 Greenwich Street - 9th Floor - New York, NY 10007

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW  
APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL

<b>Posting Date:</b> July 17, 2015	<b>Post Until:</b> Filled
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The Department of Information Technology & Telecommunications and the City of New York are equal opportunity employers.