

**CITY OF NEW YORK
DEPARTMENT OF CORRECTION
JOB POSTING NOTICE**

Civil Service Title: Principal Administrative Associate	Level: III
Title Code No: 10124	Salary: \$54,638 - \$62,834 Frequency: ANNUAL
Business Title: Executive Assistant	Work Location: 75-20 Astoria Boulevard East Elmhurst, NY 11370
Division/Work Unit: Public Information	Number of Positions: 1
Job ID: 296054	Hours/Shift: Day
Job Description	
<p>The New York City Department of Correction (DOC) provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one year or less of jail time. The Department manages 12 inmate facilities, 9 of which are located on Rikers Island. In addition, the Department operates two hospital Prison Wards (Bellevue and Elmhurst hospitals) and court holding facilities in each borough.</p> <p>The New York City Department of Correction has a unique opportunity for an experienced Executive/Administrative Assistant to support the Deputy Commissioner for Public Information Division. The Executive Assistant will be reporting directly to the Deputy Commissioner. Under executive direction and with latitude for decision-making, the selected candidate recruited will manage a wide range of administrative duties and executive support related tasks.</p> <p>Typical duties include but is not limited to:</p> <ul style="list-style-type: none"> • Assists the Deputy Commissioner in preparation for meetings and daily briefings; • Prepares confidential and sensitive documents, correspondence and/or publication materials; • Coordinates the daily schedule of the Deputy Commissioner and Assistant Commissioner; • Responds to internal and external requests for information; • Manages the Assistant Commissioner's calendar by preparing meeting agendas and coordinating meetings; • Responds and organizes incoming and outgoing electronic and written inquiries; • Maintains confidential files, documents and records; • Answers telephones, screening calls and/or emails; • Performs general office duties such as sorting mail, filing, making copies, faxing, and ordering office supplies; • Provides assistance during project planning, development, and implementation; • Assists with the preparation of presentation material, reviewing reports and documents; • Interacts with executive staff as well as all levels of management and employees; • Performs related duties as requested. 	
Minimum Qualification Requirements	
<ol style="list-style-type: none"> 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; 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. 	
Preferred Skills	
<ul style="list-style-type: none"> • Ability to gather sensitive information and maintain a high level of confidentiality on all matters; • Experience in a high paced environment, with the ability to manage information and distribute appropriately; • Ability to establish positive working relationships with multiple units and different levels of staff; • Excellent writing, communication, inter-personal, analytical, research, problem-solving, and organizational skills; • Professional administrative experience supporting executive level staff or Deputy Commissioner is a plus; • Microsoft Office Suite (PowerPoint, Word, Excel, Outlook etc.) proficiency; • Ability to prioritize and manage multiple projects simultaneously; • Detail oriented. 	
Residency Requirement	
<p>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.</p>	
Special Note	
<p>Applicants must be serving as a permanent Principal Administrative Associate in order to apply.</p>	
To Apply	
<p>For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 296054 Submission of a resume is not a guarantee that you will receive an interview. Only candidates under consider will be contacted.</p>	
Posting Date: 7/27/17	Post Until: 8/09/17

The City of New York and the Department of Correction are Equal Opportunity Employers