

**NEW YORK CITY DEPARTMENT OF PROBATION
JOB VACANCY NOTICE – JVN 781-23-052**

CIVIL SERVICE TITLE: Community Associate	TITLE CODE NO.: 56057
OFFICE TITLE: Community Associate	SALARY: \$38,333 - \$63,794
DIVISION/WORK UNIT: Division of Staff and Organizational Development	WORK LOCATION: 33 Beaver Street, New York, NY 10004 Various locations within the city
HOURS: 40 Hours Per Week	NUMBER OF POSITIONS: 1

JOB DESCRIPTION

The NYC Department of Probation (DOP) is a world leader in working creatively and effectively engaging with people under court-mandated community supervision. Through innovative partnerships with people and organizations throughout the New York City, DOP provides opportunities for those on probation to access services and opportunities that positively impact their life trajectory. Following the best current data on “what works,” staff at DOP engage in meaningful relationships with those on probation in an effort to enhance community safety and decrease recidivism

The Division of Administration is seeking qualified candidates to serve as Community Associate for the Division of Staff and Organizational Development. The Community Associate will assist the training team in various functions necessary to meet the goals of the training division. This includes record keeping, managing multiple database programs, serving as contact to several outside entities as well as departmental employees, providing technical assistance, preparing and providing standard reports, various other clerical functions and other related duties as deemed necessary by the unit Training Director or Team.

PREFERRED SKILLS:

- Understanding of the mission, goals and objectives, structure, and operations of DOP.
- Ability to multi-task in a fast-paced environment.
- Computer literate with working skills in Microsoft Word, Excel, TEAMS.
- Excellent oral, written, and interpersonal communication skills.
- Advanced analytical, evaluative, and objective critical thinking skills.
- Exceptional interpersonal skills and the ability to interact effectively with management.
- Ability to perform complex tasks and handle multiple projects independently.

QUALIFICATION REQUIREMENTS

1. High school graduation or its equivalent and two years office management
2. Education and/or experience which is equivalent to “1” above.

Note: New York City Residency is not required for this position; however, you must reside in New York State.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:

External Applicants: <https://a127-jobs.nyc.gov/>

Internal Applicants: Employee Self Service (ESS)

SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW

POST DATE: 03/14/2023

POST UNTIL: Filled

JVN #: 781-23-052

"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."

Note: Public Service Loan Forgiveness Program (PSLFP). The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with the DOP qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program's other requirements.

Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements:
<https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>