

CITY OF NEW YORK
Queens Community Board #10
CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Community Assistant Title Code No: 56056 Division/Work Unit: Community Board #10 Queens Positions: 1 Hours/Shift: Full Time	Level: 1 Salary: Commensurate with experience All paid benefits	
JOB DESCRIPTION Employee will be responsible for, but not limited to the following: <ol style="list-style-type: none"> 1. Complaint resolution (<i>i.e. Complaint and correspondence with City Agencies</i>). 2. Standard office related duties such as answering the telephones, filing, sorting and distributing mail, faxing, copying, scanning and accessing both paper and electronic files, typing of letters etc. 3. Create and maintain a rapport with local entities (City and Governmental Agencies) 4. Note taking and transcription skills. 5. Must be available for monthly evening board meetings. 		
QUALIFICATION REQUIREMENTS <ol style="list-style-type: none"> 1. A degree from an accredited college and one year satisfactory work experience or High School graduation or equivalent and two years work experience. 2. For certain assignments, the ability to perform certain physical tasks may be required. 3. NEW YORK CITY RESIDENCY REQUIRED (local neighborhood residency a plus). 		
PREFERRED SKILLS <ol style="list-style-type: none"> 1. Knowledge of City and Governmental procedures is preferred. 2. Working knowledge of office equipment (computer, fax, scanner, copier, multi-line telephone etc.) 3. Working knowledge of MS Windows, Internet and MS Office Applications 4. The ability to work with others, excellent written and oral skills, professionalism and courtesy. 5. Ability to work without supervision in case of absence of supervisor(s) when necessary. 6. Excellent organizational and proof-reading skills a must. 7. Stenography skills a plus. 		
TO APPLY PLEASE SUBMIT RESUME TO: Community Board 10, Queens 115-01 Lefferts Boulevard South Ozone Park, NY 11420 Attention: Ms. Karyn Petersen, District Manager All resumes must be sent via mail. Certified Return Receipt is required. (No phone calls please)		
<i>Queens Community Board #10 and the City of New York are Equal Opportunity Employers</i>		
POST DATE: 07/21/25	POST UNTIL: FILLED	JVN# 2025-440-0001