



Donovan Richards
Queens Borough President

Community Board No. 2

43-22 50th Street, 2nd Floor
Woodside, New York 11377

(718) 533-8773

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Email qn02@cb.nyc.gov

www.nyc.gov/queenscb2

Anatole Ashraf
Chairperson
Debra Markell Kleinert
District Manager

CITY OF NEW YORK
Queens Community Board #2
CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Community Assistant	Level: I
Title Code No: 56057	Salary Commensurate with
Division/Work Unit: Queens Community Board 2 Office	Experience, All paid benefits
Number of Positions: 1	
Hours/Shift: Full Time	

JOB DESCRIPTION

Employee will be responsible for, but not limited to the following:

Full time staff opening for administration in the district office.

1. Complaint resolution (i.e., Complaint and correspondence with City Agencies).
2. Standard office related duties included but not limited to, answering telephones, filing, copying, scanning, accessing both paper and electronic files, typing emails, etc.
3. Inputting and tracking 311 complaints.
4. Act as liaison between city agencies, monitoring, coordinating, and expediting municipal services, working with community organizations, groups, and community residents.

QUALIFICATION REQUIREMENTS

1. A degree from an accredited college and one-year satisfactory working experience or
2. High School graduation or equivalent and experience and two years' work experience.
3. For certain assignments, the ability to perform certain physical task may be required.
4. New York City Residency Required.

PREFERRED SKILLS

1. Must have working knowledge of computes and experience using Microsoft Word, Excel, Office Suite, Airtable
2. Working knowledge of Internet, social media, digital applications.
3. The ability to work with others, excellent written and oral skills, professionalism, and courtesy.
4. Ability to work without supervision in case of absence of supervisor(s) when necessary.
5. Experience in City Government a plus, not required.

TO APPLY, PLEASE SUBMIT RESUME TO:

Queens Community Board 2
Attention: Debra Markell Kleinert, District Manager
43-22 50th Street, 2nd Floor
Woodside, New York 11377

All resumes must be sent either by email Qn02@cb.nyc.gov or certified mail return receipt.

POST DATE:
October 2024

POST UNTIL:
Filled

JVN#: 20244320001

This City is an Equal Opportunity Employer

“Serving the Communities of Long Island City, Sunnyside, Woodside, and Maspeth”

