

City of New York
DEPT OF RECORDS & INFO SERVICE
Job Posting Notice

Civil Service Title: COMMUNITY ASSOCIATE	Level: 00
Title Code No: 56057	Salary: \$22.93/\$26.37-\$26.37 Frequency: HOURLY
Title Classification: Non-Competitive	
Business Title: ADMINISTRATIVE ASSISTANT	Work Location: 31 Chambers St., N.Y.
Division/Work Unit: Executive Offices	Number of Positions: 1
Job ID: 594276	Hours/Shift: Day - Part-Time - Due to the necessary support duties of this position, candidate may be required to be on call and/or work various shifts such as weekends and/or evening shifts.
<p style="text-align: center;">Job Description</p> <p>The Department of Records & Information Services (DORIS) is seeking a highly responsible individual to serve as a Temporary Part-time Administrative Assistant in Administrative Operations Division. The Administrative Assistant will work closely with the Director of Administrative Operations and perform confidential and complex work in functions of the division which include Personnel, Budget, Procurement, Payroll and Timekeeping. This role will last approximately 18 months.</p> <p>The duties will include but not limited to:</p> <ul style="list-style-type: none"> ● Personnel Assistant ● Serve as a timekeeper ● Process and tracking procurements and vendor payments ● Assist with the internship programs ● Handles office tasks for the Executive and Operations offices ● Serves as Receiving Clerk ● Monitors Supply inventory ● Serves as Liaison / Point person on initiatives, as assigned 	
<p style="text-align: center;">Minimum Qualification Requirements</p> <p>Qualification Requirements</p> <p>1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or</p> <p>2. Education and/or experience which is equivalent to "1" above.</p>	
<p style="text-align: center;">Preferred Skills</p> <ul style="list-style-type: none"> ● Proficient in NYCAPS, CityTime, PMS, and CHRMS applications 	

- Budget, Procurement, Contracting, FMS, and PassPort experience preferred
- Demonstrable attention to details
- Ability to work independently and with a team Proficient in Microsoft Suite - Word, Excel, Adobe and Etc.

Residency Requirement

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.

To Apply

Search for the Job ID# **594276**

External Candidates please go to www.nyc.gov/careers

Current NYC employees please go to www.nyc.gov/ess

NO E-MAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

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

Public Svc Loan Forgiveness

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at StudentAid.gov/PSLF

Posting Date: 07/26/2023

Post Until: Filled

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.