

City of New York
DEPARTMENT OF INVESTIGATION
Job Vacancy Notice

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| Civil Service Title: Clerical Associate | Level: 2 |
| Title Code No: 10251 | Salary: \$35,167.00 - \$41,000.00 |
| Office Title: Administrative Assistant | Work location: 80 Maiden Lane |
| Division/Work Unit: OIG-NYPD/Squad 10 | Number of Positions: 1 |

Job Description

The New York City Department of Investigation (DOI) is one of the oldest law enforcement agencies in the country with a mission of combating municipal corruption. It serves the people of New York City by acting as an independent and nonpartisan watchdog for New York City government, City agencies, and City employees, vendors with City contracts, individuals and entities that receive City funds.

DOI's Office of the Inspector General for the New York City Police Department (OIG-NYPD) is authorized to investigate, review, study, audit and make recommendations relating to the operations, policies, programs and practices of New York Police Department (NYPD), with the goal of enhancing effectiveness, increasing public safety, protecting civil liberties and civil rights, and increasing the public's confidence in the police force.

OIG-NYPD is seeking a Clerical Associate to provide general support for the day-to-day operations of the Office. Responsibilities will include, but are not limited to:

- Performing a broad variety of administrative tasks, such as answering incoming calls, recording and typing meeting minutes, drafting correspondence, filing documents, and managing calendars
- Managing the organization and security of data files
- Interacting with internal staff and external agencies on behalf of OIG-NYPD
- Assisting with the coordination of meetings and events
- Supporting the executive team and internal staff with preparation of documents and presentations
- Completing special projects, as assigned
- Assisting the Executive Assistant with tasks as needed

Clerical Associates must be capable of exercising good judgment and maintaining the confidentiality of sensitive information. In addition, Clerical Associates must be comfortable working in a dynamic environment with flexible, sometimes long work hours and occasional deadline pressures

Qualification Requirements

A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and one year of satisfactory clerical experience.

Skills Requirement:

Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute.

****ONLY CANDIDATES WHO ARE PERMANENT IN THE CLERICAL ASSOCIATE TITLE MAY APPLY****

Preferred Skills

- Good written and verbal communication skills
- Strong organizational and time management skills
- Flexibility and willingness to perform a variety of tasks in a dynamic environment
- Professional presentation
- Familiarity with Word, Excel, Power Point, Outlook

To Apply:

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare/ess> Click on Recruiting Activities/Careers and Search for the specific Job ID# 365646.

Please do not email, mail or fax your resume to DOI directly. Submissions of resumes does not guarantee an interview. Due to the high volume of resumes DOI receives for positions, only selected candidates will be contacted.

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 two 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.

Appointments are subject to Office of Management & Budget approval for budgeted headcount.

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| Post Date: 9/17/2018 | Post Until: 1/15/2019 | JVN: 032-2018 - 365646 |
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The City of New York is an equal opportunity employer and is strongly committed to a policy of non-discrimination. We are committed to recruiting a diverse and inclusive talent pool.