

City of New York
DEPT. OF HOMELESS SERVICES
Job Vacancy Notice

Civil Service Title: Principal Administrative Associate	Level: 1
Title Code No: 10124	Salary: \$42,856.00/\$49,284.00 - \$62,779.00 Frequency: ANNUAL
Office Title: Principal Administrative Associate	Work location: 101-07 Farragut Rd., Brooklyn NY 11236
Division/Work Unit: Maintenance, Repair and Capital Construction	Number of Positions: 2
Hours/Shift: Mon. – Fri. 7:30am – 3:30pm	Agency Tracking #: 3049 POSITION#: 4066

Job Description

The Department of Homeless Services is recruiting two (2) as Principal Administrative Associate to work in its Facility Management Unit (FMU). The individuals will be responsible for collecting, organizing and entering data into the Routine Site Review system (RSRI). Utilizing their computer skills, the individual generate reports which will assist the Agency in monitoring work activity of its shelters and provide information on agency needs and operations. (4066, 4069)

PERMANENT INCUMBENTS ONLY

Qualification Requirements

1. A baccalaureate degree from an accredited college and three years of satisfactory full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and five years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience as described in "1" above;
4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

Preferred Skills

Advanced knowledge of Microsoft Word and Microsoft Excel is preferred.

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:

For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers.

For all other applicants, please go to NYC Careers by using the following link <https://a127-jobs.nyc.gov/>.

Most public libraries have computers available for use.

No phone calls, faxes, e-mails and personal inquiries permitted.

Post Date: 4/21/2016

Post Until: 5/5/2016

JVN: 071-2016-239439

The City of New York is an Equal Opportunity Employer.