

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

Civil Service Title: Principal Administrative Associate	Level: I
Title Code No: 10124	Salary: \$41,810.00/\$48,082.00 -\$61,248.00 Frequency: ANNUAL
Office Title: PAA I	Work location: 33 Beaver Street MANHATTAN, NY 10004
Division/Work Unit: Adults/Shelter Administration	Number of Positions: 1
Hours/Shift: Mon. - Fri. 9:00am-5:00pm	Agency Tracking #: 2838 POSITION#: 4553

Job Description

The NYC Department of Homeless Services Adult Services Division seeks a qualified individual to serve as a Principal Administrative Associate Level I in the Shelter Administration Unit within Adult Services. The selected candidate will provide administrative support to the Permanency Specialist Team. Under supervision of the Director of the Permanency Specialist Team, the selected candidate will be responsible for overseeing the day-to-day administrative tasks of the unit. S/he will sort, track, and prioritize unit correspondence; type memoranda/letters/statistical reports; perform data entry into tracking systems, prepare charts/graphs/spreadsheets; screen/direct phone calls, work on special projects; prepare emails to provider agencies; notify providers of meetings and schedule them; and maintain administrative electronic calendars as well as electronic and manual files.

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 experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent and five years of satisfactory, full-time progressively responsible experience as described in "1" above; or
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 3 1/2 years,

Preferred Skills

This is a critical administrative position requiring attention to detail and the ability to handle multiple tasks in a fast-paced environment. Computer skills in the following applications are preferred: MS Word, MS Excel and MS Access. Bi-lingual skills are also 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 the [NYC Careers website](#).

Most public libraries have computers available for use.

No phone calls, faxes, emails and personal inquiries permitted.

Post Date: 8/14/2015	Post Until: 8/28/2015	JVN: 071-2016-206904
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The City of New York is an Equal Opportunity Employer.