

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

<b>Civil Service Title:</b> Principal Administrative Associate	<b>Level:</b> I
<b>Title Code No:</b> 10124	<b>Salary:</b> \$41,810.00/\$48,082.00 -\$61,248.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> PAA I	<b>Work location:</b> 78 Catherine St MANHATTAN, NY 10038
<b>Division/Work Unit:</b> Adults/Catherine Street Residence	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Mon.-Fri. 9:00am-5:00pm	<b>Agency Tracking #:</b> 2864 <b>POSITION#:</b> 4064

**Job Description**

The New York City Department of Homeless Services seeks a Principal Administrative Associate Level I. The selected candidate will serve as the Principal Administrative Associate Level I at the Catherine Street Residence within Adult Services Division. S/he will be responsible for assisting with the servicing of clients by managing Sub-Impress Fund (SIF) Ledger, M160G Ledger, and accurately distributing Sub-Impress funds for appropriate client needs, managing, maintaining, distributing and ordering MTA Metro Cards for client's transportation; managing and maintaining client's deposits and withdrawals of savings; managing and maintaining Client transportation log by coordinating client's daily appointments and transportation needs. The selected candidate will also be responsible for answering all incoming calls in the Director's office, and directing phone calls appropriately; managing and maintaining a professional filing system and archiving documents as needed; distributing documents to appropriate units; securing, scanning and delivering documents to DHS Legal Unit as requested; managing Staple Account and issuing office supplies to the Social Services and Operation Units; scheduling the use of on-site Conference room; securing and maintaining key box in Director's office; assisting with providing access to offices and rooms throughout the facility; assisting with Time and Leave by making copies of documents and delivering documents to the Time keeping Unit at 33 Beaver Street; assisting with securing and distributing staff checks; assisting with coordinating with site designated Time keeper in resolving staff time keeping issues.

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**

N/A.

**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:** 9/4/2015

**Post Until:** 9/21/2015

**JVN:** 071-2016-212196

**The City of New York is an Equal Opportunity Employer.**