

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: Secretary to Program Administrator	Work location: 33 Beaver Street MANHATTAN, NY 10004
Division/Work Unit: Family Services/AC Transitional Services	Number of Positions: 1
Hours/Shift: Mon. - Fri. 9:00am-5:00pm	Agency Tracking #: 2907 POSITION#: 7034

Job Description

REPOST

The NYC Department of Homeless Services (DHS) seeks a Principal Administrative Associate Level I to serve as a Secretary to Program Administrator in the Associate Commissioner's Office of Transitional Services within the Family Services Division. The selected candidate will be responsible for overseeing 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 e-mails to provider agencies; notify providers of meetings and schedule them; and maintain administrative electronic calendars as well as electronic and manual files.

PERMANENT INBUMBENTS 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: 10/13/2015

Post Until: 10/27/2015

JVN: 071-2016-218619

The City of New York is an Equal Opportunity Employer.