City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice

Civil Service Title: Community Coordinator	**Level:** N/A
Title Code No: 56058	**Salary:** $50,362 **Frequency:** ANNUAL
Business Title: Community Coordinator	**Work location:** 16-16 Hazen Street (Riker's Island), East Elmhurst, New York 11370
Division/Work Unit: FMRD	**Number of Positions:** 1
Job ID: 267583	**Hours/Shift:** Day Tour

Job Description

The New York City Department of Correction (DOC) is one of the largest municipal jail systems in the United States providing for the care and custody of inmates 16 years of age and older, accused of crimes or convicted and sentenced to incarceration of one year or less. The DOC operates 12 inmate jail facilities including nine on Rikers Island, the court commands in each of the five boroughs, and two prison hospital wards. The department manages an average daily population of over 11,500 inmates and employs more than 10,000 uniformed and non-uniform staff.

The DOC is currently seeking an Administrative Aide to assist with general office duties, typing letters, memorandums, forms and other documents as well as answering telephones, handling incoming and outgoing correspondence; distributing mail; preparing folders and files, schedule meetings; filing; copying; faxing and performing other related duties as assigned. Other duties include but are not limited to the following:

- Input and manage maintenance staff pay and leave events on timecards and departmental online payroll system Citytime. Final approve and process payroll;
- Generate and balance monthly reports for overtime calculated through OT Maps and weekly Pre-Approvals for each facility;
- Produce weekly Reconciliation Reports to monitor hours used within each facility;
- Maintain employee personnel file and records to ensure compliance within the maintenance Org;
- Prioritize and delegated tasks to each facility;
- Administer Office Supplies
- Communicated pertinent information to SOM Supervisors at weekly meetings;
- Perform daily administrative task to support the Maintenance Department;
- Provide general support, answer and direct phone calls;
- Create and maintain Word Docs & Excel spreadsheets;
- Utilize data provided by supervisors to create and maintain spreadsheet and charts
- Initiate, coordinate and prepare materials for meetings.

Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to **"1"** or **"2"** above. However, all candidates must have at least one year of experience as described in **"1"** above.

Preferred Skills

- Well organized;
- Knows how to prioritized work assignments;
- Must be able to speak, read, write and understand the primary language(s) used in the workplace;
- Must be able to read and write to facilitate the communication process;
- Requires good communication skills, both verbal and written;
- Must possess basic computational ability;
- Must possess basic computer skills;
- Ability to accomplish goals on a timely basis.

Residency Requirements

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: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# **267583**
For all other applicants: Go to https://a127-jobs.nyc.gov and search for Job ID# **267583**
Submission of a resume is not a guarantee that you will receive an interview.
Only candidates under consideration will be contacted.

Post Date: 10/14/16	**Post Until:** 11/17/16

The City of New York and the Department of Correction are Equal Opportunity Employers