

**City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice**

Civil Service Title: Executive Assistant	Level: N/A
Title Code No: 56058	Salary: \$48,895.00 - \$65,00.00 Frequency: ANNUAL
Business Title: Community Coordinator	Work location: 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Adult Programming & Community Partnership	Number of Positions: 1
Job ID: 246910	Hours/Shift: Monday-Friday
Job Description	
<p>The Office of Adult Programming & Community Partnerships has a unique opportunity for an experienced Executive Assistant to support the Assistant Commissioner of Adult Offender Programs. Under executive direction and with latitude for decision-making, the candidate recruited will manage a wide range of administrative duties and executive support related tasks. Typical duties for this position include but is not limited to:</p> <ul style="list-style-type: none"> • • Compiling information, analyzing data, and preparing reports; • Preparing confidential and sensitive documents, correspondence and/or publication materials ; • Answering telephones, screening calls and receiving visitors; • Responding to internal and external requests for information; • Following through to ensure requested actions are completed promptly and efficiently; • Calendar management; coordinating meetings; communicating and handling incoming and outgoing electronic communications and written correspondence; • Assisting with preparation of presentation material s, reviewing reports and documents; • Prioritizing and managing multiple projects simultaneously; • Determining matters of top priori ty and handling accordingly; • Preparing meeting agendas; • Attending meetings and preparing meeting minutes • Coordinating office management activities, • Coordinating logistics related to onboarding new staff and interns; • Maintaining confidential files, documents and records; relay information to executive staff; • Performing general office duties (mail, filing, copy, and fax. Order supplies, etc.); • Performing related duties as assigned. 	
Qualification Requirements	
<ol style="list-style-type: none"> 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	
<p>Ability to gather sensitive information and maintain a high level of confidentiality on all matters; Experience in a high paced environment, with the ability to manage information and distribute appropriately; Ability to establish positive working relationships with multiple units and different levels of staff; Excellent writing, communication, inter-personal, analytical, research , problem-solving, and organizational skills; Professional administrative experience supporting executive level staff or Deputy Commissioner is a plus; Microsoft Office Suite (PowerPoint, Word , Excel, Outlook etc.) proficiency.</p>	
Residency Requirements	
<p>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.</p>	
To Apply	
<p>For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 246910 For all other applicants: Go to https://a127-jobs.nyc.gov and search for Job ID# 246910 Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.</p>	
Post Date: 7/8/16	Post Until: 7/22/16

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