

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

Civil Service Title: Administrative Manager (NM)	Level: NM
Title Code No: 1002C	Salary: \$55,000-\$65,000 Frequency: ANNUAL
Business Title: Office Manager	Work location: 75-20 Astoria Blvd., East Elmhurst, New York 11370
Division/Work Unit: General Counsel	Number of Positions: 1
Job ID: 196110	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction, General Counsel/Legal Division is seeking to recruit an Office Manager. Under executive direction of the Deputy Commissioner for Legal Matters and with latitude to exercise independent judgment, the Office Manager will support the ongoing business functions in the Legal Division. The incumbent will be responsible for handling a wide range of administrative and executive support related tasks to include: screening calls; 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, assist with preparation of presentation materials, review reports and documents, prioritize and manage multiple projects simultaneously, perform general office functions and related duties as assigned.

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of satisfactory, full-time progressively responsible clerical/administrative experience requiring independent decision-making concerning program management or planning, allocation for resources and the scheduling and assignment of work, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and five years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
3. A four-year high school diploma or its educational equivalent and six years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess the 18 months of administrative, managerial, executive or supervisory experience as described in "1", "2" or "3" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the administrative, managerial, executive or supervisory experience described in "1", "2" or "3" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

Preferred Skills

Excellent writing, communication, inter-personal, analytical, research, problem-solving, and organizational skills;
MS Office (Word, Excel, PowerPoint, Outlook) proficiency;
Ability to gather sensitive information and maintain confidentiality.

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#:196110.

For all other applicants: Go to www.nyc.gov/careers search for Job ID#: 196110

Submission of a resume is not a guarantee that you will receive an interview.
Only candidates under consideration will be contacted.

Post Date: 06/03/2015

Post Until Filled

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