

CITY OF NEW YORK
Queens Community Board #8
CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Community Assistant	Level: I
Title Code No: 56056	Salary: \$ 17.28/hr. 30hrs./week
Division/Work Unit: Community Board #8, Queens	All paid benefits
Positions: 1	
Hours/Shift: Part Time	

JOB DESCRIPTION

Employee will be responsible for, but not limited to the following:

1. Complaint resolution (*i.e. 311 complaints and correspondence with City Agencies*).
2. Standard office-related duties such as: answering the telephone, filing, sorting and distributing mail, faxing, copying, scanning, updating and accessing both paper and electronic files, typing of letters, etc.
3. Create and maintain rapport with local entities (City and Government Agencies)
4. Transcribing of minutes when necessary.
5. Participation in ordering and monitoring of office supplies.
6. Conduct site visits.

QUALIFICATION REQUIREMENTS

1. There are no formal education or experience requirements for this position
2. Knowledge of transcription work is a must.
3. For certain assignments, the ability to perform specific physical tasks may be required.
4. ***New York City Residency Required.***

PREFERRED SKILLS

1. Knowledge of City and Governmental procedures is preferred.
2. Working knowledge of office equipment (personal computer, fax machine, scanner, copier, multi line telephone, postage machine etc.)
3. Working knowledge of MS Windows, Internet and MS Office applications.
4. The ability to work with a very diverse group of people; comfortable talking to and interacting with others; excellent written and oral skills; professionalism and courtesy.
5. Ability to work without supervision in case of absence of supervisor(s) when necessary.
6. Knowledge of NYC Financial Management System (FMS) a plus.
7. Excellent organizational skills a must.

TO APPLY, PLEASE SUBMIT RESUME TO:

Marie Adam-Ovide, District Manager
Community Board 8, Queens
197-15 Hillside Avenue
Hollis, NY 11423

All résumés and cover letters must be sent via certified mail.
(NO TELEPHONE CALLS)

***The Queens Community Board #8 and the City of New York are
Equal Opportunity Employers.***

POST DATE: 10/03/2018	POST UNTIL: 11/18//2018	JVN#: 2018-438-018
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