CITYWIDE JOB VACANCY NOTICE City of the community Assistant Level: I Title Code No: 56056 Solvision/Work Unit: Community Board #8, Queens Salary: \$ 17.28/hr. 30hrs./week Division/Work Unit: Community Board #8, Queens Division/Work Unit: Community Board #8, Queens Salary: \$ 17.28/hr. 30hrs./week Positions: 1 Itemployee will be responsible for, but not limited to the following: 1. Complaint resolution (<i>i.e. 311complaints and correspondence with City Agencies</i>). 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. Create and maintain rapport with local entities (City and Government Agencies) Transcribing of minutes when necessary. Participation in ordering and monitoring of office supplies. Conduct site visits QUALIFICATION REQUIREMENTS Participation in ordering and monitoring of office supplies. Second office of transcription work is a must. PREFERRED SKILLS 1. Knowledge of City and Governmental procedures is preferred. 2. Working knowledge of MS Windows, Internet and MS Office applications. 3. The ability to work with a very diverse group of people; comforable talking	CITY OF NEW YORK		
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