

CITY OF NEW YORK
Queens Community Board #7
CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Community Assistant Title Code No: 56056 Division/Work Unit: Queens Community Board #7 Number of Positions: 1 Hours/Shift: Part-time which may lead to full-time.	Level: Salary: Commensurate with experience.						
<i>JOB DESCRIPTION</i> Employee will be responsible for, but not limited to, the following: <ul style="list-style-type: none"> • Work with Committee Chairs to set up meetings for standing committees. • Complaint resolution, e.g. correspondence with 311 and similar City Agencies. • Standard office-related duties such as filing, sorting and distributing mail, copying, scanning, updating and accessing both paper and electronic files. • Create and maintain rapport with local entities (City and Government Agencies). • Must attend day/evening meetings, take, transcribe, proof reading and distribute minutes from public hearing, district service cabinet & committee meetings. • Participation in staff team meetings. • Order and monitoring all office billing for equipment & supplies via the city. 							
<i>QUALIFICATION REQUIREMENTS</i> <ol style="list-style-type: none"> 1. High School graduate and 5 years' experience required for this position. 2. Candidates must be able to understand and be understood in English. For certain assignments, the ability to speak a foreign language may be required. (See below). 3. For certain assignments, the ability to perform specific physical tasks may be required. 							
<i>PREFERRED SKILLS</i> <ul style="list-style-type: none"> • Working knowledge of office equipment (personal computer, fax machine, scanner, copier, multi-line telephone, postage machine, etc.). • Working knowledge of MS Windows, Internet and MS Office (Word, Publisher and Excel). • 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. • Ability to work without supervision in case of absence of supervisor(s) when necessary. • Excellent organizational skills a must. 							
<i>TO APPLY, PLEASE SUBMIT RESUME TO:</i> Marilyn McAndrews, District Manager Queens Community Board #7 133-32 4pt Road Suite 3- B Flushing, NY 11355 All resumes must be sent via mail. Certified Return Receipt is required. (No Phone Calls Please)							
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">POST DATE:</td> <td style="width: 33%; border: none;"> /POST UNTIL:</td> <td style="width: 33%; border: none;">JVN#:</td> </tr> <tr> <td style="border: none;">1/17/2019</td> <td style="border: none;"> Filled</td> <td style="border: none;"> 2019-437-020</td> </tr> </table>		POST DATE:	/POST UNTIL:	JVN#:	1/17/2019	Filled	2019-437-020
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The City of New York is an Equal Opportunity Employer.
 New York City Residency Required.