**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.

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### JOB DESCRIPTION

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

- 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, proofreading 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.

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### QUALIFICATION REQUIREMENTS

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.

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### PREFERRED SKILLS

- 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.

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**TO APPLY, PLEASE SUBMIT RESUME TO:**  
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)

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**POST DATE:** 1/17/2019  
**POST UNTIL:** Filled  
**JVN #:** 2019-437-020

The City of New York is an Equal Opportunity Employer.  
New York City Residency Required.