

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

|   |   |                           |
|---|---|---------------------------|
| <b>Civil Service Title:</b> Community Service Aide<br><b>Title Code No:</b> 52406<br><b>Division/Work Unit:</b> Community Board #8, Queens<br><b>Positions:</b> 1<br><b>Hours/Shift:</b> 25 hours per week  | <b>Level:</b> I<br><b>Salary:</b> \$ 18/Hr. with benefits<br><b>Range:</b> \$17.56 to \$21.09/Hr. |                           |
| <b><i>JOB DESCRIPTION</i></b>   |   |                           |
| <p>Employee will be under direct supervision and responsible for, but not limited to the following:</p> <ol style="list-style-type: none"><li>1. Complaint resolution (<i>i.e. 311 complaints and correspondence with City Agencies</i>).</li><li>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.</li><li>3. Create and maintain rapport with local entities (City and Government Agencies)</li><li>4. Participation in ordering and monitoring of office supplies.</li><li>5. Conduct site visits.</li></ol> |   |                           |
| <b><i>QUALIFICATION REQUIREMENTS</i></b>  |   |                           |
| <ol style="list-style-type: none"><li>1. There are no formal education or experience requirements for this position.</li><li>2. For certain assignments, the ability to perform specific physical tasks may be required.</li><li>3. May be required to work some evenings to attend meetings.</li><li>4. <b><i>New York City Residency Required.</i></b></li></ol>  |   |                           |
| <b><i>PREFERRED SKILLS</i></b>  |   |                           |
| <ol style="list-style-type: none"><li>1. Working knowledge of office equipment (personal computer, fax machine, scanner, copier, multi-line telephone, postage machine etc.)</li><li>2. Working knowledge of MS Windows, Internet, and MS Office applications.</li><li>3. 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.</li><li>4. Excellent organizational skills a must.</li></ol>  |   |                           |
| <b><i>TO APPLY, PLEASE SUBMIT RESUME TO:</i></b><br>Marie Adam-Ovide, District Manager<br>Community Board 8, Queens<br>197-15 Hillside Avenue<br>Hollis, NY 11423<br><b>All résumés and cover letters must be sent via certified mail.</b><br><b><i>(NO EMAILS and NO TELEPHONE CALLS)</i></b>  |   |                           |
| <b><i>The Queens Community Board #8 and the City of New York are<br/>Equal Employment Opportunity Employers.</i></b>  |   |                           |
| <b>POST DATE:</b> 02/16/2024  | <b>POST UNTIL:</b> Filled   | <b>JVN#:</b> 2024-438-001 |