

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

Civil Service Title: Community Service Aide Title Code No: 52406 Division/Work Unit: Community Board #8, Queens Positions: 1 Hours/Shift: Hourly / 21 hours per week	Level: I Salary: \$18/ hr. With benefits
JOB DESCRIPTION	
<p>Employee will be under direct supervision and responsible for, but not limited to the following:</p> <ol style="list-style-type: none"> 1. Complaint resolution (<i>i.e. 311 complaints and correspondence with City Agencies</i>). 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. Participation in ordering and monitoring of office supplies. 5. Conduct site visits. 	
QUALIFICATION REQUIREMENTS	
<ol style="list-style-type: none"> 1. There are no formal education or experience requirements for this position. 2. For certain assignments, the ability to perform specific physical tasks may be required. 3. <i>New York City Residency Required.</i> 	
PREFERRED SKILLS	
<ol style="list-style-type: none"> 1. Working knowledge of office equipment (personal computer, fax machine, scanner, copier, multi-line telephone, postage machine etc.) 2. Working knowledge of MS Windows, Internet, and MS Office applications. 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. 4. 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 EMAILS and NO TELEPHONE CALLS) Please follow directions.	
<i>The Queens Community Board #8 and the City of New York are Equal Employment Opportunity Employers.</i>	
POST DATE: 11/10/2021	POST UNTIL: Filled
JVN#:2021-438-0005	