

**City of New York
CONFLICTS OF INTEREST BOARD
Job Posting Notice**

Civil Service Title: COMMUNITY ASSOCIATE	Level: 00
Title Code No: 56057	Salary: \$34,644.00/\$39,841.00-\$57,655.00 Frequency: ANNUAL
Business Title: Administrative Assistant	Work Location: 2 Lafayette St., N.Y.
Division/Work Unit: Conflicts of Interest Board	Number of Positions: 1
Job ID: 256749	Hours/Shift: 9:00 am - 5:00 pm
Job Description	
<p>The Community Associate will be responsible for all purchasing transactions for the New York City Conflicts of Interest Board according to the rules and regulations of the City of New York. The Board is an independent City agency and is responsible for administering and enforcing the City's conflicts of interest and financial disclosure laws (www.nyc.gov/ethics). In addition, the Community Associate will also function as Assistant to the Director of Administration and as the agency's timekeeper. The Community Associate will also be involved in the areas of personnel and payroll as well as general support for the functioning of an office of 26 people.</p>	
Minimum Qualification Requirements	
<p>Qualification Requirements</p> <ol style="list-style-type: none"> 1. High school graduation or equivalent and three years of experience in community work or community-centered activities in an area related to duties described above; or 2. Education and/or experience which is equivalent to "1" above. 	
Preferred Skills	
<p>KNOWLEDGE OF THE CITY'S FINANCIAL MANAGEMENT SYSTEM (FMS) AND CITY PURCHASING RULES AND REGULATIONS PREFERRED.</p> <p>In addition, the candidate must possess proficiency in Word, Excel, PMS, NYCAPS, CityTime (timekeeping) DMSS, be detail-oriented with outstanding organizational skills, and must have excellent interpersonal skills with the ability to work with all levels of employees.</p>	
Residency Requirement	
<p>New York City residency is generally required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview</p>	
To Apply	
<p>To apply for this assignment, please submit your cover letter and resume electronically using one of the following methods:</p> <p>For City Employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID#256749.</p> <p>For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#256749.</p>	
Posting Date: 8/24/2016	Post Until: Filled

The City of New York is an Equal Opportunity Employer