

JOB VACANCY NOTICE

NOTE: This position is open to applicants who took the Open Competitive Principal Administrative Associate Exam #8068, or those who are already permanent in the Principal Administrative Associate title. Please indicate in your cover letter whether you have taken this exam or are already permanent in the Principal Administrative Associate title. If you do not include this information in your cover letter, you will not be considered for an interview. Applicants who took an exam will be required to produce a copy of their Order Confirmation Receipt for verification if contacted for an interview.

TEMPORARY POSITION FOR 1 YEAR

CIVIL SERVICE TITLE: Principal Administrative Associate - Level 01	TITLE CODE NO.: 10124-01
OFFICE TITLE: Administrative Assistant	SALARY: \$41,810 - \$50,000 (Annual)
DIVISION/WORK UNIT: Budget Review and Risk Management	WORK LOCATION: 123 William Street, New York, New York 10038
HOURS: 35 Hours Per Week (minimum)	NUMBER OF POSITIONS: 1
JOB DESCRIPTION:	
<p>The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with a broad network of Community-Based Organizations (CBO) throughout New York City. Our central task is administering available city, state, and federal funds to a wide range of innovative, practical and quality programs that positively impact youth and communities.</p> <p>Under the Agency's Director of Budget Review and Risk Management, the selected candidate will serve as Administrative Assistant responsible for: scheduling meetings and appointments, maintaining and organizing budget records, answering telephones, drafting correspondence, creating meeting agendas, as well as scanning, shredding, and copying files. This candidate will also assist with the day to day operations of the Budget Review and Risk Management unit to include but not limited to: the transmittal of records including mailing and archiving records, distribute mail/faxes and assist in other tasks and special projects assigned on an as needed basis.</p>	
PREFERRED SKILLS:	
<ul style="list-style-type: none"> • Excellent communication and interpersonal skills. • Excellent oral and written skills. • Professional telephone manner. • Well organized and detailed oriented. • Familiarity with and ability to use standard office equipment, including but not limited to fax machines, scanners and copiers. • Proficient with computers, including experience with Microsoft Office suite, Excel and Word 	
MINIMUM QUALIFICATIONS:	
<ol style="list-style-type: none"> 1. A baccalaureate degree from an accredited college and three years of satisfactory full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or 2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience described in "1" above; or 3. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and five years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience as described in "1" above; 4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years. 	
<p>APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT Candidates with two (2) years of City service may reside in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties.</p>	
<p>To APPLY: Search for the Job ID # 220745 External Candidates please go to www.nyc.gov/careers Current NYC employees please go to www.nyc.gov/ess</p>	
<p>ALL APPLICATIONS MUST BE SUBMITTED VIA THE ONLINE PORTALS MENTIONED ABOVE. SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN INTERVIEW. ONLY CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED. *If you do not have access to a personal computer, please visit your local library</p>	
POST DATE: 10/28/2015	POST UNTIL: Filled
JOB ID: 220745	

The City of New York and the Department of Youth and Community Development is an Equal Opportunity Employer.