

# NEW YORK CITY POLICE DEPARTMENT

## *HELP YOUR COMMUNITY...*



### *To Apply:*

Contact your local Precinct,  
*or*

Submit your resume to:

New York City Police Department  
Community Affairs Bureau  
One Police Plaza, Room 200  
New York, N.Y. 10038

Telephone: (646) 610-5323

Fax: (646) 610-6898

*[www.nyc.gov/nypd](http://www.nyc.gov/nypd)*



## *BECOME A PRECINCT RECEPTIONIST!!!*



# BECOME A PRECINCT RECEPTIONIST



Your Neighborhood Precinct  
is looking for a  
Precinct Receptionist to:

- Greet the community
- Act as an interpreter
- Help the Community seeking assistance with:
  - \* Problems of a non-police nature
  - \* Information regarding available service and follow-up
  - \* Lost children or senior citizens

---

## BENEFITS:

- 20-30 hours per week
- \$11.30 per hour
- Health insurance benefits
- Accumulate Vacation and Sick Days

## REQUIREMENTS:

- High School Diploma or GED
- MUST live in the community
- Community service (preferred but not required)
- Foreign language is required. MUST be able to speak, read, write, and understand the following languages in their corresponding boroughs:

### Brooklyn:

Bengali and Russian.

### Manhattan:

Arabic, French, Wolof and Mandingo.

### Queens:

Punjabi, Urdu, Hindi, Arabic, Yemen, Korean, Albanian, Bengali and Bangladeshi.

### Bronx:

Garifuna, Arabic, Hindi, Wolof, Bengali, Creole, Swahili, Manko, Sonike, Fulla, Russian, Japanese, Albanian and Owlof.

