

**THE CITY OF NEW YORK
OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS**

CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Community Service Aide	Level:	Title Code: 52406
Office Title: Customer Service Representative	Salary: *\$ 13.60	
Bureau: Environmental Control Board	**\$ 15.65	
Division: MIS	Number of Positions: 2	
Work Location: 66 John Street, NYC, NY 10038	Hours/Shift: 17 hours	

JOB DESCRIPTION

Under supervision, performs clerical and related work with limited latitude for independent judgment. Assists in providing community services by performing liaison functions between the agency and the individuals it serves. Performs clerical work in relation to records, files and distribution of data. Performs responsible work in the MIS Unit by batching and maintaining transmittal control for Notice of Violation (NOV) input into the AIMS Computer System and in-house scanning of cases for the five borough offices. Maintain a filing system for all reports generated by the vendor associated with the data that is sent to ECB daily. Must maintain awareness of all tasks performed in the unit and lend assistance to other unit members when necessary.

QUALIFICATION REQUIREMENTS

- A four (4) year high school diploma or its educational equivalent.
- The ability to understand and carry out simple instructions; in some cases the ability to speak Spanish may be required.

IMPORTANT NOTES:

* Salary for New Employees.

** Salary for full-time Employees who have been working for NYC at least two years.

To Apply:

Applicant must be a City resident within 90 days of appointment. Interested candidates should submit a resume with salary history and cover letter to Karen Livingston, Director of Human Resources, Office of Administrative Trials and Hearings, 40 Rector Street, 6th floor, New York, NY 10006. No telephone calls, faxes or personal inquiries please. Only those candidates under consideration will be contacted.

For more information about OATH/ECB, visit us at: www.nyc.gov/oath

Post Date: May 4, 2009

Post Until: Until Filled

JVN: 856-09-OATH014

OATH/ECB is an Equal Opportunity Employer