

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

CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Community Assistant	Level:	Title Code: 56056
Office Title: Human Resources Administrative Assistant	Salary: \$27,421 - \$35,573	
Bureau: Office of Administrative Trials & Hearings		
Division: Human Resources	Number of Positions: 1	
Work Location: 40 Rector Street, New York, NY 10006	Hours/Shift: 35 Hours per week/Day Shift	

JOB DESCRIPTION

The Office of Administrative Trials & Hearings is seeking a Human Resources Administrative Assistant who will provide direct administrative support to the agency Director of Human Resources, including scheduling, correspondence, processing of various forms and planning & coordinating meetings. In addition, he/she will provide clerical and technical support in such areas as recruitment, hiring, compensation, and benefits. Some examples of typical duties may include, but are not limited to:

- Maintaining human resource records by tracking new hires, transfers, terminations, changes in job classifications, merit increases and utilizing this data to update personnel records.
- Assisting with the preparation and distribution of reports, documents and memoranda.
- Assisting in recruitment by providing job candidates with job applications; notifying existing staff of internal opportunities; maintaining personnel records.
- Assisting in Timekeeping and Payroll matters.
- Assisting in the administration of NYC benefit programs by advising employees of eligibility; providing application information; helping with form completion; verifying submission; notifying employees of approvals.
- Orienting new employees by providing orientation information packets; reviewing company policies; gathering withholding and other payroll information; explaining and obtaining signatures for benefit programs.
- Documenting human resource actions by completing forms, reports, logs, and records.
- Responsible for preparing and filing reports of on-the-job accidents and injuries.
- Assisting other departmental managers in projects and administrative support as needed and assigned

QUALIFICATION REQUIREMENTS

- A High School Diploma, or its equivalent, and three years of satisfactory full-time professional experience working within the Human Resources division of a public or private organization, or dealing with personnel related matters.
- Excellent verbal and written communication skills.
- Excellent computer skills with proficiency in Word, Excel, Access, and Microsoft Office Suite a plus.

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: July 1, 2009	Post Until: Until Filled	JVN: 856-09-OATH020
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