

**City of New York  
CONSUMER AFFAIRS  
Job Vacancy Notice**

<b>Civil Service Title:</b> COMMUNITY ASSOCIATE	<b>Level:</b> 00
<b>Title Code No:</b> 56057	<b>Salary:</b> \$32,321.00 / \$37,169.00* <i>*minimum with two years of continuous city service</i>
<b>Office Title:</b>	<b>Work location:</b> 42 Broadway, N.Y.
<b>Division/Work Unit:</b> Enforcement	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> 9:00 AM - 5:00 PM	

**Job Description**

Under supervision, provides community assistance and other support to the Enforcement Division. Responsibilities include but are not limited to the following:

Work closely with the public and provide assistance as needed; enters violations/certificates and scale inspections into the computer systems and scan to the appropriate divisions; maintains log of violations and forward to Inspectors for processing; maintains spreadsheets of all priority inspection requests and forward to the appropriate borough offices; enter and file violations accordingly; answer telephones and provide daily radio desk coverage; update assignment and hearing day lists on an as needed basis; distribute and/or re-route mail within the Enforcement Division. Performs other related work and or special assignments as necessary.

**Qualification Requirements**

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.

***PLEASE NOTE: New York City residency is 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.***

**Essential Skills**

1. Strong data entry and interpersonal skills
2. Professional demeanor
3. Good communication and organizational skills
4. Knowledge of Microsoft Word, Excel and Access

**To Apply:**

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER INDICATING JVN # TO: [Jobs@dca.nyc.gov](mailto:Jobs@dca.nyc.gov)  
(Must e-mail as MS Word only)

**OR**

Mail to: Human Resources Division  
JVN # 866-10-006139  
New York City Department of Consumer Affairs  
42 Broadway, 8th Floor  
New York, NY 10004

***INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.  
NO PHONE CALLS, FAXES, E-MAILS OR PERSONAL INQUIRIES PERMITTED.  
NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.***

<b>Post Date:</b> 09/01/2009	<b>Post Until:</b> Filled	<b>JVN:</b> 866-10-006139
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**The City of New York is an Equal Opportunity Employer.**