



**NEW YORK CITY FIRE DEPARTMENT  
JOB VACANCY NOTICE**

<b>CIVIL SERVICE TITLE</b> Secretary to the Deputy Commissioner	<b>JOB ID #</b> 169655
<b>OFFICE TITLE</b> Secretary to the Deputy Commissioner	<b>SALARY</b> \$37,579 – Minimum salary for full-time employees with less than 2 years of City service \$40,525- Minimum salary for full-time employees who have 2 years of City service
<b>BUREAU/DIVISION/UNIT</b> Office of the Commissioner	<b>LOCATION</b> 9 MetroTech Center, Brooklyn, NY

**JOB DESCRIPTION:**

Under direction of the Deputy Commissioners for Legal Affairs and Strategic Initiatives and Policy, performs difficult and responsible administrative work in the capacity of executive secretary. Participates in or relieves the Deputy Commissioners of the administrative details of Deputy Commissioners' office and discharges the usual duties of an administrative assistant acting in an exceptionally responsible capacity. Prepares the agenda, records the proceeding and statements at meetings and conferences; prepares and/or edit correspondence and reports; compiles data for the expeditious consideration and determination of policy; screens telephone calls, messages and incoming materials; maintains the Deputy Commissioners' private files, and keeps the Deputy Commissioners informed of pending matters and appointments. Serves as liaison on personnel matters.

**QUALIFICATION REQUIREMENTS:**

1. A four year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and 3 years of satisfactory full time stenographic experience including 1 year in a responsible secretarial capacity; or
2. A satisfactory equivalent combination of education and experience. However, all candidates must possess at least 1 year of experience in a responsible secretarial capacity.

**PREFERRED SKILLS:**

Exceptionally responsible. Excellent organizational skills. Ability to multi-task and proactively manage tasks. Ability to establish and maintain a system for record keeping. Excellent communication skills. Proficiency in MS Office: Word, Excel, Power Point, Publisher and Access.

**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. To determine if the residency requirement applies to you, please discuss with the agency Human Resources Representative at time of interview.

**TO APPLY:** NON-CITY EMPLOYEES/EXTERNAL CANDIDATES PLEASE GO TO [WWW.NYC.GOV/CAREERS](http://WWW.NYC.GOV/CAREERS). CITY EMPLOYEES MUST APPLY VIA [EMPLOYEE SELF SERVICE \(NYC.GOV/ESS\)](http://EMPLOYEE.SELF.SERVICE.NYC.GOV/ESS). REFER TO JOB ID # 169655

**No phone calls please.**

**ONLY THOSE CANDIDATES CONSIDERED FOR AN INTERVIEW WILL BE CONTACTED.**

**DATED:** September 30, 2014

**\*POST UNTIL\*:** October 10, 2014

The Fire Department is an Equal Opportunity Employer