



## NEW YORK CITY FIRE DEPARTMENT JOB VACANCY NOTICE

### Repost

<b>CIVIL SERVICE TITLE</b> Principal Administrative Associate, L-II	<b>Title Code #</b>  10124
<b>OFFICE TITLE</b> Administrative Assistant	<b>SALARY</b> \$46,782 - Minimum salary for full-time employees with less than 2 years of City service \$53,799 - Minimum salary for full-time employees who have 2 years of City service
<b>BUREAU/DIVISION/UNIT</b> Legal Affairs/General Law Unit	<b>LOCATION</b> 9 MetroTech Center, Brooklyn, New York

### JOB DESCRIPTION

Under the Director of the General Law Unit, the Principal Administrative Associate, L-II will support the operations of the General Law Unit for FDNY, providing high quality managerial support, organization and assistance with database creation and management, including, *inter alia*, coordinating the Unit's Labor and Employment, Contracts and Intellectual Property, Summons and Violations, Service of Process, eDiscovery, FOIL, and other divisions; assisting with the intake, review and process of litigation papers (e.g., subpoenas, complaints, notices, and claims); responding to requests for records and other coordination and communication with the NYC Law Department; assisting with the coordination financial records and payment for subpoenas and FOILs, reporting on the nature, protected class and general status of cases to DCAS and other agencies as necessary; organizing purchase orders and payment for supplies; coordinating case management flow and documentation; organizing and distributing mail; and assisting with other organization and staff requests as deemed necessary, with latitude for independent professional development of administrative management skills.

### QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited college and three years of satisfactory full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and five years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience as described in "1" above;
4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

**\*\*\*Candidates must be permanent within the civil service title of Principal Administrative Associate\*\*\***

### PREFERRED SKILLS:

Excellent communications, organizational and computer skills, especially how to work with case management systems. Must be able to work independently and be proactive. Law enforcement experience within a city agency. Knowledge of human rights and EEOC provisions a plus.

**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. Please note that only candidates considered for an interview will be contacted.

### TO APPLY:

CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE <https://a127-ess.nyc.gov/>. REFER TO JOB ID # 205651.

**DATED:** December 21, 2015

**\*POST UNTIL\*:** January 18, 2016

*"FDNY is ranked as the top place to work among gov't agencies; and 17<sup>th</sup> overall among 500 employers among large U.S. companies, nonprofits, gov't agencies, and U.S. divisions of multi-national."*

*-Forbes magazine, on "America's Best Employers 2015"*

**The Fire Department is an Equal Opportunity Employer.**