



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

CIVIL SERVICE TITLE Principal Administrative Associate L-III	Title Code # 10124
OFFICE TITLE FDNY Environmental Control Board Representative	SALARY \$51,753-Minimum salary for full-time employees with less than 2 years of City Service \$59,516-Minimum salary for full-time employees with more than 2 years of City Service
BUREAU/DIVISION/UNIT Legal Affairs/Legal Enforcement	LOCATION 9 Metrotech, Brooklyn, NY 11201

JOB DESCRIPTION

The Principal Administrative Associate, L-III will serve as the Fire Department Environmental Control Board (ECB) representative representing the Department in ECB hearings throughout the five boroughs of New York City; articulates arguments in a clear and persuasive manner and responds to inquiries or arguments of hearing officers, respondents and respondent representatives; conducts research related to ECB cases, including FPIMS and BIS research; completes hearing forms, case dispositions, ownership searches and other documentation; tracks, reviews and analyzes ECB decisions; researches and prepares information for appeals of ECB decisions; assists the Supervisor of Environmental Control Board Affairs and the Director of Enforcement with the creation and implementation of Unit policies and procedures; liaison with other Bureaus in the Department in connection with Unit operations; attend meetings related to FDNY enforcement and Bureau of Legal Affairs matters.

- 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.

PREFERRED SKILLS:
Expertise in the Fire Code and NFPA. Broad knowledge of New York City Building Code and Fire Department Rules. Knowledge of the Fire Prevention Management Information System (FPIMS). Computer literate in Microsoft Office. Excellent writing, interpersonal and communication skills; demonstrate legal judgment; detail oriented. Must be able to demonstrate the ability to work independently.

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:
This position is only open to applicants with permanent status in the title of Principal Administrative Associate. CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE <https://a127-ess.nyc.gov/>. REFER TO JOB ID # 228724.

DATED: January 29, 2016 ***POST UNTIL*:** Until Filled

*"FDNY is ranked as the top place to work among gov't agencies; and 17th 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.*