



**OFFICE OF THE DISTRICT ATTORNEY  
RICHMOND COUNTY**

**JOB VACANCY NOTICE**

<b>TITLE FACILITIES ASSISTANT</b>	<b>SALARY \$42,000 - \$47,000</b>
<b>(1 POSITION)</b>	
<b>BUREAU INFRASTRUCTURE</b>	<b>LOCATION 130 STUYVESANT PLACE</b>

**JOB DESCRIPTION:**

Richmond County District Attorney (RCDA) is seeking a highly motivated individual to serve as Facilities Assistant in its Infrastructure Division. Under general supervision of the Director of Infrastructure, the Facilities Assistant will be required to complete many different assignments that are given to you by either the Director of Infrastructure or by RCDA's help ticket desk.

The responsibilities of a Facilities Assistant will include but not be limited to the following:

- Office deliveries of time sensitive and confidential documents throughout the 5 boroughs to various city and private agencies.
- Maintain all RCDA facilities requests from our help ticket desk to projects that are necessary for our ever expanding office.
- Security of all RCDA facilities from overseeing cameras to the producing of employee/intern ID cards, keys and office access.
- Inter office deliveries between floors and building of court documents and supplies for daily court/ office functions.
- Interact with various agencies DCAS/ ENGINEERS as a representative of the RCDA to correct any building issue we might have with each of them.
- Other duties as assigned by Director or Deputy Directors of Infrastructure

**PREFERRED SKILLS:**

- Must possess a valid Driver’s License with no restrictions;
- Excellent customer service skills;
- Flexible work schedule;
- Ability to work in a fast-paced environment;

**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.

**TO APPLY FOR THIS POSITION:**

City Employees – Click [here](#) and log in to ESS.

Non-City Employees – Go to <https://a127-jobs.nyc.gov/>

- Search for job ID number: **313398**
- Click on the job business title: **Facilities Assistant**
- Click on “Apply Now” at the bottom of the posting

Only applicants under consideration will be contacted.

Authorization to work in the United States is required for this position.

New York City Residency is required for this position.

Appointments are subject to Office of Management and Budget (OMB) approval.

THE DEPARTMENT OF CITY PLANNING IS AN EQUAL OPPORTUNITY EMPLOYER AND A COPY OF THE EQUAL OPPORTUNITY PROGRAMS IS AVAILABLE IN THE HUMAN CAPITAL DIVISION. THE DEPARTMENT MAKES AVAILABLE ACCOMMODATIONS FOR DISABLED APPLICANTS.

**Dated**

**November 16, 2017**

**Post Until**

**December 16, 2017**