



**OFFICE OF THE DISTRICT ATTORNEY
RICHMOND COUNTY
JOB VACANCY NOTICE**

TITLE COMMUNITY COORDINATOR (1 POSITION)	SALARY \$55,000 - \$70,000
BUREAU ADMINISTRATION	LOCATION 130 STUYVESANT PLACE

JOB DESCRIPTION:

The Richmond County District Attorney (RCDA) is seeking an experienced individual to serve as the Assistant to the Human Resources Director for the Administration Bureau. Under the direct supervision of the Director of Human Resources, the primary responsibilities of the position include but are not limited to:

- Reconciling the Office payroll on a Bi-weekly basis; distribute paychecks and paystubs to all employees
- Providing informational sessions related to Human Resource issues.
- Managing the RCDA intern program.
- Generating confidential reports from New York City personnel databases including New York City Automated Personnel System (NYCAPS), Citywide Human Resources Management System (CHRMS), and Payroll Management System (PMS);
- Maintaining employee personnel folders and sensitive information.
- Overseeing officewide filing system and staff that coordinates retrieval process, timely closeout, storage, and archival processes across multiple locations.
- Managing the reorganization and digitization of all office files – legal and administrative
- Handling all timekeeping duties in the absence of the office’s timekeeper
- Responding to employee’s payroll or health benefits inquiries.
- Answering telephones in a professional manner, routing calls to appropriate staff, and taking messages.
- Answering questions from victims, defendants, and providing general information to the public.
- Conduct monthly and annual reviews of agency credit card and checking account expenses.
- Other duties as assigned

PREFERRED SKILLS:

- Excellent time management skills and ability to multi-task and prioritize work;
- Proven experience as an front office manager or administrative assistant, particularly in legal field;
- Minimum of two (2) years of successful human resources experience in a NYC government agency;
- Knowledge of NYCAPS, CHRMS and/or PMS;
- Proficient in MS Word, MS Excel and MS PowerPoint;
- Strong work ethic, attention to detail, and ability to complete tasks in a timely fashion with limited supervision.

QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above

TO APPLY FOR THIS POSITION:

Please submit cover letter/resume electronically using one of the following methods:

CITY EMPLOYEES: Apply through Employee Self Service (ESS). www.nyc.gov/ess. Search for Job ID #: **290710**

ALL OTHER APPLICANTS: Go to www.nyc.gov/careers/search. Search for Job ID#: **290710**

Only applicants scheduled for interviews will be contacted. Submission of application does not guarantee that you will receive an interview.

The Richmond County District Attorney’s Office is an Equal Opportunity Employer.

Dated June 1, 2017	Post Until Filled	Transmittal Number 905-17-051
------------------------------	-----------------------------	---