

REPOST
City of New York
CIVILIAN COMPLAINT REVIEW BOARD
Job Vacancy Notice

Civil Service Title: COMMUNITY COORDINATOR	
Title Code No: 56058	Salary Range: \$45,615 – \$53,788
Office Title: Administrative Assistant	Work location: 40 Rector Street, 2nd Floor New York, NY 10006
Div./Work Unit: Civilian Complaint Review Board	Number of Positions: 1

Hours/Shift: 35 hours per week - Monday thru Friday

Job Description

The Civilian Complaint Review Board (“CCRB”) is charged with investigating complaints file by the public against New York City police officers involving the use of force, abuse of authority, discourtesy or offensive language. As the largest police oversight agency in the United States, the CCRB currently handles approximately 7,000 complaints each year. The Board’s investigative staff, composed entirely of civilian employees, conducts the agency’s investigations. The CCRB’s Administrative Prosecution Unit (“APU”) began as a pilot program in 2010 to prosecute a designated number of disciplinary cases in the trial room of the New York City Police Department (“NYPD”). Pursuant to a recent, signed agreement between the CCRB and the NYPD, the APU unit has been expanded to include the prosecution of all cases in which the CCRB Board has substantiated a complaint and recommended that disciplinary charges be brought against the subject officer. The positions are available in the Investigations Division and the APU. Additional information concerning the CCRB is available at www.nyc.gov/ccrb.

The Administrative Assistant will be responsible for the following:

- Handle confidential secretarial duties for executive staff.
- Respond to telephone calls to the CCRB for the executive staff.
- Respond to inquiries from the CCRB board members, NYPD executives and community board leaders who contact the agency regarding open CCRB investigations or other CCRB related matters.
- Maintain confidential files for the executive staff; prepare folders of documents for monthly board meetings, committee meetings and any other materials sent to board members; and maintain an interview calendar for use of agency conference rooms.
- Handle agency mail directed to executive staff in a confidential manner and preparing draft responses for executive staff’s signatures.
- May be assigned to various complex projects, when needed.
- Enter civilian complaints into the case tracking system; process Chief of Department and other referral cases from the referral docket; and request CCRB cases files from inventory and return them promptly.
- Respond to legal requests, law department requests and subpoenas for CCRB case records
- Provide various duties for senior staff as deemed appropriate.

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 the duties described above; or
2. Education and/or experience which is equivalent to "1" above.

Preferred Qualifications: A baccalaureate degree from an accredited college and two years of satisfactory full-time experience as an executive assistant, or related work.

Essential Skills

Professional demeanor and customer service abilities. Excellent oral and written communications skills. Excellent typing skills and ability using Microsoft Outlook, Word, Excel and other computer software.

To Apply:

SEND RESUME AND COVER LETTER TO:

(The cover letter and resume should indicate the candidate's interest in the Executive Assistant position.)

Carolene George, Human Resources Director
Civilian Complaint Review Board
40 Rector Street, 2nd Floor
New York, NY 10006

by e-mail Word attachment to ccrbjobs@ccrb.nyc.gov

Post Date: 9/4//2012

Post Until: 10/4//2012

JVN:9412-054-2012

The City of New York is an Equal Opportunity Employer.