

# NYC OFFICE OF THE COMPTROLLER

## JOB VACANCY NOTICE

<b>Title:</b>	<b>Administrative Assistant / Human Resources Assistant</b>
<b>Salary:</b>	<b>\$34,814 – \$39,275</b>
<b>Bureau/Division:</b>	<b>Administration / Human Resources</b>
<b>Period:</b>	<b>April 24, 2017 – Until Filled</b>

### JOB DESCRIPTION

The New York City Comptroller, an independently elected official, is the Chief Financial Officer of the City of New York. The mission of the office is to ensure the financial health of New York City by advising the Mayor, City Council, and the public of the City's financial condition. In addition, the Comptroller manages assets of the five New York City Pension Funds, performs budgetary analysis, audits city agencies, registers proposed contracts, etc. The office employs a workforce of professional employees, including accountants, attorneys, computer analysts, economists, engineers, budget, financial, and investment analysts, claim specialists, and researchers in addition to clerical and administrative support staff.

The Bureau of Administration manages the Comptroller's Office operating and capital budgets, as well as procurement and payment responsibilities, facilities management, support services, and the full breadth of its human resource functions including payroll and time management. The Human Resources (HR) Office oversees the personnel functions of the Comptroller's Office 760 full-time and part-time employees.

The HR Assistant will support the administrative functions of the HR Office. Responsibilities include, but are not limited to, the following:

- Professionally greets and assists employees and visitors; responds to in-person, telephone, and email inquiries;
- Assists with the processing of new hire paperwork;
- Prepares reports and catalogues information on HR activities;
- Compiles and maintains files of HR records and data; checks records for accuracy of information and for conformity with established policy and procedures;
- Assists with managing candidate recruitment mailbox and associated recruitment data; supports recruiting process as needed;
- Manages and requisitions office supplies; receives, sorts and distributes mail and correspondence;
- Provides additional administrative support to HR team;
- Performs other related assignments and special projects as required.

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### MINIMUM QUALIFICATION REQUIREMENTS

1. A four-year high school diploma or its educational equivalent and three (3) or more years of satisfactory professional experience in the areas mentioned above; or
  2. Education and/or experience equivalent to “1” above.
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### PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Previous experience regularly handling and maintaining confidential data is expected.
  - Self-motivated, detail oriented and well organized.
  - Ability to multi-task, meet deadlines and work independently.
  - Excellent interpersonal, communications and organizational skills must be demonstrated, (including Microsoft Office Suite proficiency).
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**TO APPLY, GO TO: Employment Opportunities at [www.comptroller.nyc.gov](http://www.comptroller.nyc.gov)**

**Certain residency requirements may apply.** We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as “Until Filled” will be posted for at least five work days.

<b>POSTING DATE:</b> April 24, 2017	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/017/071
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**The NYC Comptroller's Office is an Equal Opportunity Employer**