

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Scheduling Assistant
Salary:	\$45,000 - \$55,000
Bureau/Division:	Public Affairs / Scheduling
Period:	January 2, 2019 – Until Filled

JOB DESCRIPTION

New York City Comptroller Scott M. Stringer's Office seeks a Scheduling Assistant to be a part of its fast-paced and dynamic scheduling team. The selected candidate will provide a range of administrative support to the Scheduling Department which is responsible for overseeing and coordinating all meetings and public appearances, for the Comptroller.

Under the direction of the Director of Scheduling, the Scheduling Assistant's responsibilities include, but are not limited to, the following:

- Processes all incoming event invitations, including emails, paper invitations and phone calls;
- Manages the Scheduling Department's event email inbox, adding events to the Comptroller's calendar, with a high degree of accuracy;
- Responds to invitations, either by written correspondence or telephone calls;
- Manages and requisitions office supplies; receives, and processes mail;
- Assists with event research, record retention, and the production of the Comptroller's briefing materials, as assigned;
- Provides intermittent coverage of the reception desk as needed; and,
- Assists with other related assignments and special projects, as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college; or
2. An associate degree from an accredited college and two (2) or more years of professional experience handling administrative functions, communications, community organizing, or closely related experience in a large or a complex setting; or
3. Four-year high school diploma or its educational equivalent and three (3) or more years of professional experience as described in "2" above; or
4. A satisfactory combination of education and/or experience mentioned in "1", "2" or "3" above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Very strong attention to detail and organizational skills;
 - Experience handling/maintaining confidential information is expected;
 - Experience scheduling for an elected official preferred;
 - Knowledge of New York City government and civic life is a plus;
 - Demonstrated ability to prioritize and manage multiple tasks;
 - Ability to work both independently and as a team are expected;
 - Outstanding verbal and written communication skills and expertise in Microsoft Office Suite applications (MS Word, Outlook, and Excel).
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TO APPLY, GO TO: Employment Opportunities at 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.

POSTING DATE: January 2, 2019	POST UNTIL: Until Filled	JVN: 015/019/055
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The NYC Comptroller's Office is an Equal Opportunity Employer