



NYC Job Posting ID #390771

POSITION AVAILABLE

SCHEDULER
District Attorney

RICHMOND COUNTY DISTRICT ATTORNEY

The men and women of the Richmond County District Attorney's office work each day in partnership with Law Enforcement and the people of Staten Island to pursue justice for victims of crime, to prevent crime in all its forms, and to promote the safety and well-being of all citizens of our Borough.

THE ROLE

Under the direct supervision of the Richmond County District Attorney and Chief Administrative ADA, the scheduler will be responsible for but not limited to:

- Provide administrative support to the District Attorney and Chief Administrative ADA
- Manage appointment calendar by scheduling, accepting, responding to meeting requests while paying attention to avoid overlapping and/or conflicting appointments.
- Prepare all supporting documentation and information for weekly calendar reviews
- Draft memos and correspondences
- Maintain and manage contact data
- Greet visitors
- Answer phone calls, take notes/messages and redirect calls when appropriate

MINIMUM 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.

PREFERRED SKILLS

- Bachelor's degree.
- Excellent verbal, written, research and professional interpersonal communication skills.
- Proficiency in Microsoft Office programs, document management, calendar and docketing, and transcription

CIVIL SERVICE TITLE: **Community Associate**

SALARY RANGE: **\$45,000 - \$55,000**, Commensurate with experience; full NYC benefits package APPLICATION DEADLINE: **May 15, 2019** or until filled

TO APPLY: ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE NYC JOBS WEBSITE

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

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

- Search for job ID number: 390771
- Click on the job business title: **Scheduler**
- Click on “Apply Now” at the bottom of the posting

Please be advised only candidates under consideration will be contacted.

The candidate selected for this position must be a resident of the City of New York or become a resident within 90 days of appointment.

THE RICHMOND COUNTY DISTRICT ATTORNEY 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