



NYC Job Posting ID #434943

FACILITIES ASSISTANT OPERATIONS

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

The Richmond County District Attorney's Office (RCDA) is seeking a Facilities Assistant in our Operations unit.

Reporting to the Director of Infrastructure, the Facilities Supervisor is responsible, but not limited to the following:

- Office deliveries of time sensitive and confidential documents throughout the 5 boroughs to various city and private agencies.
- The Maintenance of all RCDA facilities from daily request from our help ticket desk to ad hoc projects for our ever expanding office.
- Security of all RCDA facilities from overseeing cameras to the producing of employee/intern ID cards, keys and office access.
- Inter office deliveries between floors and building of court documents and supplies for daily court/ office functions.
- Interact with various agencies DCAS/ ENGINEERS as a representative of the RCDA to correct any building issue we might have with each of them.
- Other duties as assigned by Director of Operations or Supervisor of Facilities

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

- Excellent writing, communication, inter-personal, problem-solving and organizational skills
- Ability to prioritize and manage multiple assignments
- Ability to work with diverse groups; as part of a team and/or independently
- Strong attention to detail

Ov
Ov

CIVIL SERVICE TITLE: **COMMUNITY ASSOCIATE**

SALARY RANGE: **\$40,000 - \$50,000** Commensurate with experience; full NYC benefits package

APPLICATION DEADLINE: 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: **434943**
- Click on the job business title: **FACILITIES ASSISTANT**
- 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.

Authorization to work in the United States is required for this position.

Sponsorship is not available for this position.

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