



NYC Job Posting ID #529683

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 Supervisor of Facilities, the Facilities Assistant 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 Chief of Administration 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

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: **529683**
- 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.

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

Nothing can provide a higher level of protection against COVID-19 or do more to speed the City’s recovery than vaccination, which is safe and lifesaving. Convenient and community-based vaccination sites can be found via nyc.gov/vaccinefinder or by calling 877-VAX-4-NYC.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.