**Job Vacancy Notice**

**Job Title:** CUNY Office Assistant - 500068-500072

**Job ID:** 1108

# Location: Regular/Temporary: Regular

Return to Previous Page Switch to Internal View

# GENERAL DUTIES

This position performs clerical and daily office operations within various academic and administrative departments of a diverse University environment. Persons in this position are accountable for rendering quality services in a respectful, courteous and professional manner. In the University's multicultural environment, incumbents provide consistent assistance to everyone.

A CUNY Office Assistant position will be assigned to either Level 1 or Level 2. A position assigned to Level 1 performs office or secretarial work in various units, following relevant departmental, College, and University procedures. A position assigned to Level 2 performs moderately complex office or secretarial work in various units of CUNY.

This position is in CUNY's Classified Civil Service. The full specification is available on our web site at<http://www.cuny.edu/about/administration/offices/ohrm/hros/classification/ccsjobs.html>

# CONTRACT TITLE

CUNY Office Assistant

# FLSA

Non-exempt

# MINIMUM QUALIFICATIONS

Proof of meeting requirements 1 and 4 is needed before the close of a Civil Service Examination filing period. You may be asked to provide proof of meeting these requirements at any time between your application and the close of the filing period.

1. Completion of two (2) years of full-time equivalent experience which may be met by one of the following:

-Two years of employment in general office work

-college credits from an accredited institution of higher education (equivalent of one year of experience)

-60 college credits from an accredited institution of higher education (equivalent of two years of experience)

CUNY considers full-time work to be at least 35 hours weekly. Part-time experience of at least 20 hours per week may be prorated and credited instead of, but not in addition to, full-time experience during the same period. Part-time experience of less than 20 hours per week will NOT be credited at all.

1. High School Diploma or GED.
2. Passage of a qualifying Work Experience Test.
3. English language proficiency. Candidates must speak, read, write, and understand English well enough to meet minimally acceptable performance standards set for job tasks. English proficiency will be evaluated at the time of interview.

Candidates who meet the above requirements must also meet requirements 5 and 7 after the close of the filing period.

1. Candidates must take and pass a job-related Civil Service Examination that measures critical competencies for the position.
2. Candidates must undergo a background check, including a fingerprint screening and a verification of their education and work history.
3. Additionally, candidates may be asked to demonstrate technical competence in using job-related software (e.g., word processing or other).

# COMPENSATION

**BENEFITS**

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

# HOW TO APPLY

# POSITION DETAILS

**CLOSING DATE**

**JOB SEARCH CATEGORY**

CUNY Job Posting: Support Staff

# EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.

Return to Previous Page Switch to Internal View