

**City of New York
OFFICE OF THE SPECIAL COMMISSIONER OF INVESTIGATION
FOR THE NEW YORK CITY SCHOOL DISTRICT
Job Vacancy Notice**

Civil Service Title: Legal Secretarial Assistant	Level: 3
Title Code No: 1022A	Salary: \$53,515-58,700
Office Title: Legal Secretarial Assistant	Work location: 80 Maiden Lane, New York, NY
Division/Work Unit: SCI	Number of Positions: 1

Job Description

The Office of the Special Commissioner of Investigation for the New York City School District (“SCI”) has broad authority to investigate wrongdoing by employees, contractors, and vendors doing business with the New York City Department of Education (“DOE”) - the nation’s largest school district. SCI performs highly confidential and sensitive investigations and studies concerning corruption, misconduct, or other illegal, unethical or improper activities both, within and outside of the DOE, and seeks to develop and implement plans and programs to control and prevent such illegal or improper practices. The office also serves as the Inspector General for the Teachers' Retirement System of the City of New York and the New York City Board of Education Retirement System.

SCI is seeking an experienced, self-motivated candidate to work within this fast-paced environment. Under the guidance of the First Deputy Commissioner, the successful candidate will conduct the duties/responsibilities to include, but are not limited to:

- Provide administrative support to the agency attorneys and administrative unit (i.e., reception area, logging subpoenas, etc.);
- Manage the attorney staffs’ schedules/calendars (i.e., scheduling meetings, sending reminders for events, vacations, etc.);
- Maintain extensive files and records containing legal and other pertinent confidential documents;
- Assist in the preparation of high profile cases assigned to the attorneys;
- Prepare, finalize, and disseminate SCI letters and reports to the appropriate City agency/agencies;
- Manage the tracking system for letters distributed from SCI to other City agencies regarding confidential investigations;
- Electronically archive confidential case material in accordance to SCI protocol;
- Assist with case updates in the appropriate database system;
- May conduct research using a library or computerized legal research system;
- Update statistics to show comparisons of monthly report distribution;
- Respond to telephone inquiries and correspondence, and provide assistance in accordance to the request;
- Work with outside vendors for office needs (i.e., ordering stationary, supplies, etc.);
- Handle case sensitive data in a confidential and secure manner;
- Handle projects as assigned in order to assist with the efficiency of the office.

****SEEKING CANDIDATES WHO ARE CURRENTLY SERVING IN OR ARE WILLING TO TAKE THE LEGAL SECRETARIAL ASSISTANT CIVIL SERVICE EXAM WHEN IT IS AVAILABLE****

NOTE: This position is open to qualified persons with a disability for the 55-a Program. Please indicate in your cover letter that you would like to be considered for the position under the 55-a Program.

THOSE HIRED BY SCI ARE DOE SALARIED EMPLOYEES AND NYC RESIDENCY IS NOT REQUIRED.

Qualification Requirements

1. An associate degree from an accredited college including or supplemented by 12 semester credits in secretarial science, word processing, office automation and/or office technology; or
2. An associate degree from an accredited college, and either one year of satisfactory full-time professional general secretarial experience or six months of satisfactory full-time professional legal secretarial experience; or
3. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization, and either two years of satisfactory full-time professional general secretarial experience or one year of satisfactory full-time professional legal secretarial experience; or
4. Education and/or experience equivalent to "1", "2" or "3" above. Satisfactory completion of a one year specialized training program in secretarial science, word processing, office automation and/or office technology, or completion of 30 semester credits from an accredited college, including 12 semester credits in secretarial science, word processing, office automation and/or office technology may be substituted for one year of full-time general secretarial experience or six months of full-time legal secretarial experience. However, all candidates must possess a four-year high school diploma or its educational equivalent.

Skills Requirement

Ability to type at a minimum rate of 55 words per minute. For assignments requiring stenographic skills, candidates must also have the ability to take legal dictation. For certain assignments, individuals may be required to have higher typing and stenographic skills.

Preferred Skills

1. Exhibit strong verbal and written communication skills.
2. Possess excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
3. Proficiency in Microsoft Office, specifically in Excel, and various computer programs.
4. Ability to multitask; specifically in conducting various administrative projects.
5. Possess a strong attention to detail and excellent organizational skills.
6. Capability of managing time efficiently in a fast-paced environment.
7. Ability to prioritize multiple concurrent requests and projects; having a “can-do” attitude.
8. Ability to work well with all levels of staff and management.
9. Foreign language skills is a plus.

To Apply:

Visit our website at [Employment – The Special Commissioner \(nycsci.org\)](http://Employment – The Special Commissioner (nycsci.org)) and follow the steps in the “**APPLY ONLINE**” section to submit your application. Please do not email, mail, or fax your resume to SCI directly. Submissions of applications does not guarantee an interview. Due to the high volume of resumes SCI receives for positions, only selected candidates will be contacted.

Appointments are subject to Office of Management & Budget approval for budgeted headcount.

Post Date: June 14, 2021		
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The City of New York is an equal opportunity employer and is strongly committed to a policy of non-discrimination. We are committed to recruiting a diverse and inclusive talent pool.