

JOB VACANCY NOTICE

Office Title: Topographical Administrative Assistant

Salary: \$24/hr – New City Employees
\$27/hr – 2 Years of City Service

Civil Service Title: Clerical Associate

Title Code & Schedule: 56057 – Part Time

The Brooklyn Borough President's Office Topographical Bureau is a Charter mandated office and fulfills the duties of the Brooklyn Borough President to assign and maintain a record of street addresses as well as to maintain the City Map of the borough. The Topographical Bureau (Topo) is also responsible for maintaining and assisting the public with survey monuments & benchmarks information and records of street ownership for the city. The department is currently looking for an individual to assist in the daily functions related to street addresses and customer service.

Topo is seeking a highly motivated and organized individual to assist senior staff in the daily operation of our customer service counter. assist with data entry and basic filing of documents. This includes but not limited to intake of house number applications; collecting and processing fees related to services provided by the department; data entry skills to update and maintain all databases used and created by the department; and will perform basic filing of documents and be able to retrieve same.

Responsibilities

- Process house number applications and manage the intake and release of house address applications and verification requests.
- Assist senior staff with research and gathering of background materials for address applications and verifications and assist with the preparation of such requests.
- Assist the public visiting the office in obtaining house address and map information, including the sale of agency materials, and copying of said material as necessary.
- Provide related advice to visitors pertaining to Topographical transactions as requested, or as needed.
- Maintain house address and property file record systems. Update and maintain all relevant databases used by the department.
- Perform other general office tasks, such as filing, answering phones, receiving visitors and other tasks consistent with this position within Topo and the agency in general.

Preferred Skills

- At least 1 year of full-time experience in customer service, planning, design, research, investigations, and/or studies related to urban design, land surveying, and/or engineering.
- Ability to work in a team environment and collaborate effectively with others.
- Ability to carry out assigned tasks decisively, accurately, and consistently
- Ability to work independently when necessary and take initiative.
- Able to prioritize and multi-task.
- Ability to communicate clearly and diplomatically with the public, governmental officials, professional and technical persons, and other City employees
- Strong written, verbal, research, and presentation skills.

Preferred Skills – cont'd

- Experience in customer service, including cultural competency for working with diverse populations.
- Knowledge of Microsoft 365 (Word, Excel, PowerPoint, Teams, Outlook).
- Knowledge of AutoCAD and/or ARCGIS is a plus.

Required Qualifications:

1. A baccalaureate degree from an accredited college and at least 1 year of experience in clerical work and/or database entry, in an area related to the duties described above; or
2. High school graduation or equivalent and two years of experience in clerical work and/or database entry in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to “1” or “2” above. However, all candidates must have at least two years of experience as described in “1” above.

To apply: Submit a resume, cover letter, and the contact information for three professional references to bkbphr@brooklynbp.nyc.gov with the subject line “Topo Administrative Assistant”. Submission of an application package does not guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

The Office of the Brooklyn Borough President is an Equal Opportunity Employer and is committed to a diverse workforce, and we seek diversity among applicants for this position. People of color, women, LGBTQIA+ people with disabilities, and veterans are encouraged to apply. If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site because of your disability. You can request reasonable accommodations from the EEO office at bkbpeeo@brooklynbp.nyc.gov. The City of New York is an Equal Employment Opportunity Employer.

New York City residency is required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for two (2) continuous years may also be deemed to be in compliance with the residency requirement if they reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

Post Date: October 25, 2024

Post Until: Until Filled JVN#: 012-09-025
