

Job Description

[Sign In](#) | [New User](#)[◀ Previous Job](#) [Next Job ▶](#)**DISTRICT ATTORNEY KINGS COUNTY**
Job Posting Notice**Job Details**

Job ID:	289761	# of Positions:	1	
Business Title:	Office Services Supervisor			
Civil Service Title:	COMMUNITY COORDINATOR	Title Code No:	56058	Level: 00
Title Classification:	Non-Competitive			
Job Category:	Building Operations & Maintenance			
Career Level:	Entry-Level	Proposed Salary Range:	\$ 57,916.00 - \$ 57,916.00 (Annual)	
Work Location:	350 Jay St, Brooklyn Ny			
Division/Work Unit:	Office Services			

Job Description

The Kings County District Attorney's Office, located in the MertoTech area of Brooklyn, New York, is accepting applications for the position of Office Services Supervisor. Office Services is responsible for maintaining, inventorying and delivering office supplies to the various units and bureaus in the Office; they handle large scale printing services for the Office; set up for events both in the Office and offsite by providing chairs, tables, podiums and whatever other items are needed; service equipment and handle maintenance throughout the facilities. Office Service staff deliver mail and daily newspapers to staff in the Office. Employee moves within the Office are coordinated and done by Office Staff employees. Office Services staff delivers court files to court and pick them up at the end of the day and deliver them to the Office's file rooms.

Under general supervision, with latitude for independent initiative and judgment an Office Services Supervisor, supervises, trains, and assigns the staff's work schedule, ensures the operation and maintenance of the mail room, the print shop, and the stock room. He/she also ensures the delivery of inter-office mail, US postal mail, and packages for the KCDA, as well as any other miscellaneous duties requests of him/her.

- Planning the daily workload and utilizing workforce to meet scheduled deadlines.
- Supervises and trains staff which may include duties such as but not limited to conducting annual/quarterly evaluations of staff, ensuring assignments are done correctly, and meeting with staff to review and discuss job performance.
- Perform employee attendance record keeping, including approving days off, approving time sheets etc.
- Ensure the processing of US postal service in the mail room, that mail delivery schedules are adhered to, all packages are processed and delivered, proper inventory is taken and all deliveries are tracked from the post office and other vendors, proper documentation is received/given and, receipts, records, and inventory are processed, the Office Postage meter is refilled, and proper messenger service is available in-house and outside as required.
- Ensure all staff that drives office vehicles are licensed and qualified to drive and follow NYC DCAS Drivers Manual Protocol.
- Ensure appropriate staff is trained and proficient in the use of Printing Shop equipment and machines, copiers and machines are maintained and serviced as needed and the printing area is clean and safe.
- Ensure office supplies are ordered and inventories are put in order and maintained.
- Ensure office supplies are distributed, records of receipt and delivery are kept, and the maintenance and safety of work area is neat and orderly.
- Respond to staff complaints regarding building issues such as but not limited to heat, AC, broken locks, broken furniture, lights out, plumbing issues, etc.
- Contact building management to report staff complaints and to request repairs.
- Responsible for all moves of office personnel, including the relocation of entire units or bureaus.
- Manage the relocation of office furniture, including the construction of office cubicles, and building of office furniture.
- Manage the receiving and shipping clerk whose duties include receiving, inspection and proper record keeping of all items that are purchased with a Purchase Order or Credit card.

Minimum Qual Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities 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 one year of experience as described in "1" above.

Additional Information

**IMPORTANT NOTES TO ALL CANDIDATES:

Please note: If you are called for an interview you will be required to bring to your interview copies of original documentation, such as:

- A document that establishes identity for employment eligibility, such as: A Valid U.S. Passport, Permanent Resident Card/Green Card, or Driver's license.
- Proof of Education according to the education requirements of the civil service title.
- Proof of Address/NYC Residency dated within the last 60 days, such as: Recent Utility Bill (i.e. Telephone, Cable, Mobile Phone)

Additional documentation may be required to evaluate your qualification as outlined in this posting's "Minimum Qualification Requirements" section. Examples of additional documentation may be, but not limited to: college transcript, experience verification or professional trade licenses.

If after your interview you are the selected candidate you will be contacted to schedule an on-boarding appointment. By the time of this appointment you will be asked to produce the originals of the above documents along with your original Social Security card.

To Apply

Click the "Apply Now" button.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING DATE: 05/19/2017

POST UNTIL: 05/24/2017

[Return to Previous Page](#)

The City of New York is an Equal Opportunity Employer