



## OFFICE OF THE STATEN ISLAND BOROUGH PRESIDENT

### JOB VACANCY NOTICE

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**Office Title:** Topographical Assistant

**Salary:** Min. \$32,520 - New City Employees  
(\$37,398 - 2 years of City Service)

**Civil Service Title:** Community Assistant

**Title Code & Schedule:** 56056/ Full Time

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The Office of the Staten Island Borough President is seeking an innovative entry-level community assistant to contribute to the daily operations of the Division of Land Use, Planning, and Infrastructure. Successful candidate must be motivated and willing to learn how to independently review and interpret map plats to provide the highest level of technical assistance to the public.

#### **Responsibilities**

##### Map and Status Requests:

- Assist division staff in preparing draft responses to various requests for public street information requested by surveyors, title companies, and design professional by providing vital information used to complete professional tasks.
- Provide relevant Final Maps, Worksheets, Damage and Acquisition Maps, Filed Maps etc. for capital improvement projects
- Undertake background research to support division staff in providing legal status of streets

##### Constituent Support:

- Provide division and interdivisional support for street maps, and inquiries from city agencies to resolve issues such as missing mail delivery, delivery of emergency services, flooding concerns, and other quality of life issues

##### Field Work:

- Responsible for assisting field inspection crew to determine as-built conditions of open and publicly traveled streets
- Responsible for maintaining all measuring tools and field equipment
- Work closely with Division Director, Planner, and technical staff to provide complete field reports
- Preparation of draft sketches locating rights-of-way, property lines, encroachments, easements, catch basins, culverts, trees, paved areas, sidewalks, utility poles and other as-built field conditions

Records Management:

- Maintain all current maps and documents to ensure their continued accessibility.
- Add new adopted maps to archive in Vault, draws and flat files.
- Create new cards to add to existing files for new mappings and CCOs.
- Keep accurate records of all on going and re-occurring requests and create files for their storage and ease of access.

Preferred Skills:

- Work well in a team environment; sound mathematical and technical skills, ability to manage multiple projects; strong attention to detail, excellent verbal and written communication skills and working knowledge of Windows and MS Office
- AutoCAD, Sketchup, Adobe Photoshop and Illustrator experience
- Operation of division plotters / scanners
- Ability to use phone camera for field condition documentation and map photography

**To apply:** Submit a resume, cover letter and the contact information for three professional references to [hdemauro@statenilandusa.com](mailto:hdemauro@statenilandusa.com) with the subject "Topographical Assistant". Submission of an application package does not guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

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**Post Date:** 10/04/22

**Post Until:** Until Filled

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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. Mayor's Executive Order 75 (EO75)

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.

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.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. [Student-Loans-PSLF \(nyc.gov\)](https://www.nyc.gov/students)