



Help Wanted

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CITY OF NEW YORK

Queens Community Board #9

CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Community Assistant

Title Code No: 56056

Division/Work Unit: Community Board #9, Queens

Positions: 1 **Hours/Shift:** Full-Time

Salary: Commensurate with experience and hours.

ALL PAID BENEFITS

JOB DESCRIPTION: Under direct supervision of the District Manager, with some latitude for independent initiative and judgement, this position will require the following:

Performs administrative and office support activities for multiple projects. Duties include fielding telephone calls, word processing, creating spreadsheets and filing. Extensive software skills are required, as well as internet research abilities and strong communication skills. Editing, word processing, creating spreadsheets, transcription for minutes.

QUALIFICATION REQUIREMENTS

1. Associate Degree Preferred.
2. Knowledge of transcription work is a must.
3. Must be able attend Board Meeting one evening per month.
4. For certain assignments, the ability to perform specific physical tasks may be required.
5. References are required.

PREFERRED SKILLS

1. Command of English is required. Fluency in Spanish, Bengali, Punjabi, and other languages a plus.
2. The ability to work with a very diverse group of people; comfortable talking to and interacting with others; excellent written and oral skills; professionalism and courtesy.
3. Working knowledge of computer operating systems, internet and MS Office applications.
4. Working knowledge of office equipment (personal computer, fax machine, scanner, copier, multi-line telephone, postage machine, etc.)
5. Basic understanding of digital recording and editing software and transcription equipment.
6. Knowledge of city and governmental procedures is preferred.
7. Ability to work without supervision when necessary.
8. Excellent organizational skills a must.

TO APPLY, PLEASE SUBMIT RESUME TO:

All résumés must be sent via mail. Certified Return Receipt is required to:

Community Board 9Q- Application Submission
120-55 Queens Blvd., Room 310A
Kew Gardens, NY 11424
(No Phone Calls Please)

Please reference job posting number on resume.

The Queens Community Board #9 and the City of New York are Equal Opportunity Employers.

POST DATE: 5/28/15 **POST UNTIL:** Filled

JVN#: 2015-013-0036

CITY OF NEW YORK

Queens Community Board #9

CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Community Service Aide

Title Code No: 52406

Division/Work Unit: Community Board #9, Queens

Positions: 1 **Hours/Shift:** Part-Time **Level:** I

Salary: Commensurate with experience and hours.

ALL PAID BENEFITS

JOB DESCRIPTION: Community Board #9 is seeking a Community Service Aide in the district office for flexible part-time hours. The applicant must be interested in the community and government service. Prior work experience, administrative and office support, excellent phone & computer skills. Duties include fielding telephone calls, word processing, and filing, etc

QUALIFICATION REQUIREMENTS

1. High school graduate, associate degree preferred.
2. Ability to multi-task.
3. Must be able to assist in providing community services by performing liaison functions between city agencies and the communities and individuals we serve.
4. For certain assignments, the ability to perform specific physical tasks may be required.
5. References are required.

PREFERRED SKILLS

1. Command of English is required. Fluency in Spanish, Bengali, Punjabi, and other languages a plus.
2. Working knowledge of computer operating systems, internet and MS Office applications, i.e. Word, Outlook, Excel and Mail merge.
3. The ability to work with a very diverse group of people; comfortable talking to and interacting with others; excellent written and oral skills; professionalism and courtesy.
4. Knowledge of city and governmental procedures is preferred.
5. Excellent organizational skills a must.

TO APPLY, PLEASE SUBMIT RESUME TO:

All résumés must be sent via mail. Certified Return Receipt is required to:

Community Board 9Q- Application Submission
120-55 Queens Blvd., Room 310A
Kew Gardens, NY 11424
(No Phone Calls Please)

Please reference job posting number on resume.

The Queens Community Board #9 and the City of New York are Equal Opportunity Employers.

POST DATE: 6/4/15 **POST UNTIL:** Filled

JVN#: 013-2015-0038

New York Families for Autistic Children

has openings in the following positions:

MEDICAID SERVICE COORDINATOR

Experience with autism preferred. Good computer skills. Human Services Degree required or 1-2 years relevant experience. Recent graduates welcomed, but MSC experience preferred.

Manage a caseload of up to 40 individuals. Maintain case notes, make referrals, be the gate keeper for all services the individuals get. Home visits are required.

Full-time. Needed ASAP.

MUST live in New York City area (Queens or Brooklyn preferred). Must have a car and be prepared to travel.

Knowledge of OPWDD is a must. Knowledge of QA & Incident Review is a plus.

Contact Christopher Rainey at Christopher@nyfac.org.

DIRECT CARE WORKERS

Part-time position. Must be over 18 and have a high school diploma or GED. Must be willing to work on weekends/flexible hours and must be willing and able to travel. Workers needed in, but not limited to, Queens Village, Flushing, Bayside, Woodhaven and Astoria.

Contact Christopher Rainey at Christopher@nyfac.org.

ADMINISTRATIVE ASSISTANT

Administrative assistant for Development Department. He/she will be required to perform a variety of Internet research functions and use word processing, spreadsheet and presentation software. Duties also include filing and data entry. Software skills are required, as well as Internet research abilities and strong communication skills. May also be involved in monitoring activity and posting content for organization's social media channels.

Email resumes to tcimino@nyfac.org.

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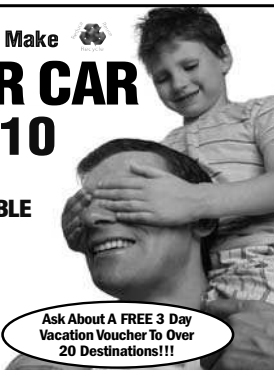
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Forest Hills, Sat 6/13, 10-3 rain or shine! 68-35 Groton St. Furn, glassware, crystal, china, sewing machine, sewing notions, fabric, kitchenware, tools, art, ladies wear, costume jewelry

Forest Hills, Sat 6/13, rain date Sun 6/14, 9-4, 89-35 70 Rd. Estate sale, handbags, shoes, needlepoint, jewelry, books, furn

Glendale, Sat 6/13, 12-4, 79-03 69 St. Huge 2 car garage sale. Collectibles, knick-knacks, clothes craft supplies, much more!

Howard Beach/Rockwood Park, Sat 6/13 & Sun 6/14, 10-2, 159-16 80 St. Moving sale, everything must go!

Woodhaven, Sat 6/13, 10-3, rain date Sun 6/14, 88-14 91 Ave. Too much to mention!

Woodside, Sun 6/14, 10-5, 48-17 65 St. Multi-family, antiques, paintings, prints, furn, lamps, vintage jewelry, vintage & designer clothing, decorative accessories & much more!

Old Howard Beach, Sat 6/13, rain date Sun 6/14, 8-2, 95-05 165th Ave. Across from Charles Park. Clothes, American Girl Dolls & accessories, records, books, VHS tapes & more!

Richmond Hill, Sat 6/13 & Sun 6/14, 10am-6pm, 114-25 Lefferts Blvd. Varied items, multi-family. ALL PROCEEDS TO CHARITY!

Rosedale, every Sat & Sun, 9-5, 155-22 Broad St. Antiques, tools & much more!

Woodhaven, Sat 6/13 & Sun 6/14, 1-5pm, NO EARLY BIRDS! bet Atlantic Ave & 91 Ave. Multi-family huge block sale! Something for everyone!

Howard Beach/Rockwood Park, Sat 6/13 & Sun 6/14, 9-4, 156-20 88 St. Rain date Sat 6/27 & Sun 6/28. Ski poles, candelabras, gift packaged items, jewelry & much more!

Classified Ad Deadline is 12 Noon on Tuesday for Thursday's paper.

IF YOU USED THE BLOOD THINNER XARELTO and suffered internal bleeding, hemorrhaging, required hospitalization or a loved one died while taking Xarelto between 2011 and the present time, you may be entitled to compensation. Call Attorney Charles H. Johnson 1-800-535-5727

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Legal Notices

Notice of Formation of HWL Management LLC. Arts. of Org. filed with Secy. of State of NY (SSNY) on 7/25/13. Office location: Queens County. SSNY designated as agent of LLC upon whom process against it may be served. SSNY shall mail process to: 35-19 150th Street, Flushing, NY 11354. Purpose: any lawful activity.

NOTICE OF FORMATION OF LIMITED LIABILITY COMPANY. NAME: INTEGRAL HEALTH ECONOMICS, LLC. Articles of Organization were filed with the Secretary of State of New York (SSNY) on 03/23/2015. Office location: Queens County. SSNY has been designated as agent of the LLC upon whom process against it may be served. SSNY shall mail a copy of process to TSU-YU TSAO, 6861 YELLOWSTONE BLVD., APT. 14, FOREST HILLS, NY 11375. Purpose: For any lawful purpose.

NOTICE is hereby given that an Order entered by the Civil Court, Queens County on 05/20/2015, bearing Index Number NC-000310-15/QU, a copy of which may be examined at the Office of the Clerk, located at 89-17 Sutphin Blvd., Jamaica, NY 11435, grants me (us) the right to: Assume the name of (First) JAYDEN (Last) MENG. My present name is (First) FAN CHEN (Middle) JAYDEN (Last) MENG (infant). My present address is 39-27 FRANCIS LEWIS BLVD., Bayside, NY 11361. My place of birth is QUEENS, NY. My date of birth is January 23, 2015.

NOTICE OF FORMATION OF LIMITED LIABILITY COMPANY. NAME: LIDINE LLC. Articles of Organization were filed with the Secretary of State of New York (SSNY) on 02/10/2015. Office location: Queens County. SSNY has been designated as agent of the LLC upon whom process against it may be served. SSNY shall mail a copy of process to LIDINE LLC, 66-35 HULL AVENUE, MASPETH, NY 11378. Purpose: For any lawful purpose.

Mason Law PLLC Arts of Org filed with Secy. of State of NY (SSNY) on 3/23/15. Office in Queens Co. SSNY desig. agent of LLC upon whom process against it may be served & shall mail process to C/O Dwayne Christopher Mason, 45 Kew Gardens Road Apt 2G, Kew Gardens, NY 11415. Purpose: Law.

Legal Notices

NOTICE OF FORMATION OF LIMITED LIABILITY COMPANY. NAME: NOLS LLC. Articles of Organization were filed with the Secretary of State of New York (SSNY) on 05/04/2015. Office location: Queens County. SSNY has been designated as agent of the LLC upon whom process against it may be served. SSNY shall mail a copy of process to NOLS LLC, 8009 35 AVE., D12, JACKSON HEIGHTS, NY 11372. Purpose: For any lawful purpose.

Notice of formation of NRC Construction of NY LLC Arts. of Org. filed with the Sect'y of State of NY (SSNY) on 3/25/2015. Office location, County of Queens. SSNY has been designated as agent of the LLC upon whom process against it may be served. SSNY shall mail process to: The LLC, POB 770429, Woodside, NY 11377. Purpose: any lawful act.

Notice is hereby given that a license, number 1285279 for Beer, Liquor and Wine, has been applied for by THE OLD SIAM RESTAURANT & BAR INC. to sell Beer, Liquor and Wine at retail in a Restaurant under the Alcoholic Beverage Control Law at 69-12 Austin Street, Forest Hills, N.Y. 11375 for on premises consumption. The Old Siam Restaurant & Bar Inc.

PRECISION SHIPPING LLC, a domestic LLC, filed with the SSNY on 3/23/15. Office location: Queens County. SSNY is designated as agent upon whom process against the LLC may be served. SSNY shall mail process to The LLC, 8613 134th St., Richmond Hill, NY 11418. General purpose.

SAUL DILSON, D.O., PLLC. Art. of Org. filed with the SSNY on 04/10/15. Latest date to dissolve: 12/31/2099. Office: Queens County. SSNY designated as agent of the PLLC upon whom process against it may be served. SSNY shall mail copy of process to the PLLC, c/o Jules A. Epstein, P.C., 600 Old Country Road, Suite 505, Garden City, NY 11530. Purpose: For the practice of the profession of Medicine.

Legal Notices

NOTICE OF FORMATION OF LIMITED LIABILITY COMPANY. NAME: SOFTWARE STUDIOS, LLC. Articles of Organization were filed with the Secretary of State of New York (SSNY) on 05/13/2015. Office location: Queens County. SSNY has been designated as agent of the LLC upon whom process against it may be served. SSNY shall mail a copy of the process to THE LLC, 1717 Troutman Street, #329, Ridgewood, NY 11385. Purpose: For any lawful purpose.

NOTICE OF FORMATION OF LIMITED LIABILITY COMPANY. NAME: TOGGLE WEB MEDIA LLC. Articles of Organization were filed with the Secretary of State of New York (SSNY) on 03/31/2015. Office location: Queens County. SSNY has been designated as agent of the LLC upon whom process against it may be served. SSNY shall mail a copy of process to TOGGLE WEB MEDIA, 16405 GRAND CENTRAL PKWY, HILLCREST, NY 11432. Purpose: For any lawful purpose.

NOTICE is hereby given that an Order entered by the Civil Court, Queens County on 04/23/2015, bearing Index Number NC-000173-15/QU, a copy of which may be examined at the Office of the Clerk, located at 89-17 Sutphin Blvd., Jamaica, NY 11435, grants me (us) the right to: Assume the name of (First) TUNCAY (Middle) MIKE (Last) SAK. My present name is (First) TUNCAY (Last) SAK. My present address is 21-04 144th Street, Whitestone, NY 11357-3432. My place of birth is TURKEY. My date of birth is March 03, 1960.

NOTICE OF FORMATION OF LIMITED LIABILITY COMPANY. NAME: WSB FLUSHING 58 GROUP, LLC. Articles of Organization were filed with the Secretary of State of New York (SSNY) on 05/26/2015. Office location: Queens County. SSNY has been designated as agent of the LLC upon whom process against it may be served. SSNY shall mail a copy of process to THE LLC, 43-17 220TH STREET, 2ND FL., BAYSIDE, NY 11361. Purpose: For any lawful purpose.

NOTICE is hereby given that an Order entered by the Civil Court, Queens County on 04/20/2015, bearing Index Number NC-000146-15/QU, a copy of which may be examined at the Office of the Clerk, located at 89-17 Sutphin Blvd., Jamaica, NY 11435, grants me (us) the right to: Assume the name of (First) YOSEPH (Middle) ABDELTAWAB (Last) MOHAMED. My present name is (First) JOSEPH (Middle) ABDELTAWAB (Last) MOHAMED (infant). My present address is 19-06 150TH ST., BSMNT., Whitestone, NY 11357. My place of birth is QUEENS, NY. My date of birth is May 22, 2012.

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Real Estate

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Ozone Park, det Colonial, 6 rooms, 3 BR, full fin attic & bsmt, pvt dvwy, 2 car gar. A must see! Call Now! Howard Beach Realty, 718-641-6800

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