

CHAUFFEUR-ATTENDANT (HOUSING AUTHORITY)

Duties Statement

Acts as personal chauffeur and confidential attendant to the Chairperson or General Manager of the New York City Housing Authority in the conduct of official business. May occasionally drive other high-level executive staff. Performs various other related duties.

Ensures timely transport; maintains schedule and itinerary and serves as a logistics aide.

Maintains confidentiality of conversations, mobile telephone calls and other matters of a confidential nature.