

**City of New York
DEPARTMENT OF ENVIRONMENTAL PROTECTION**

Citywide Job Vacancy Notice

Civil Service Title: Confidential Assistant to the Commissioner	Level: N/A	
Title Code No: 95236	Annual Salary: \$45,000 - \$55,000	
Office Title: Confidential Assistant to the Commissioner	Work Location: 59-17 Junction Blvd., 19 th Floor, Flushing NY	
Division/Work Unit: Executive/Chief of Staff	Number of Positions: 1	
Hours/Shift: 35 Hours/Day	Agency Tracking #: N/A	
Job Description		
The selected candidate will serve as a Confidential Assistant to the Commissioner and work directly with the Chief of Staff and other executive staff; will be responsible for policy research and regulations; agency-wide metrics tracking; briefing the Commissioner on policies and events; collect required information and data for special projects; and oversee special projects, as directed.		
Qualification Requirements		
A baccalaureate degree from an accredited college and six months administrative experience.		
Essential Skills		
N/A		
To Apply:		
Please submit 2 copies of your resume placing the JVN# on the upper right corner of your resume. The JVN# is located at the lower right CORNER of this page. NYC Department of Environmental Protection Recruitment Office: 59-17 Junction Boulevard -18 th Floor - Flushing - NY 11373-5108 <i>OR</i> Via E-mail, please submit your resume in Adobe PDF or Microsoft Word placing the JVN# on the upper right corner of your resume as well as in the subject line to: Recruit@dep.nyc.gov		
For more information about DEP, visit us at: www.nyc.gov/dep NYC Residency is required within 90 days of appointment Appointments are subject to OMB approval		
Post Date: 05/06/2011	Post Until: 05/20/2011	JVN: 826-11-86614-COS

The City of New York is an Equal Opportunity Employer