

City of New York
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Upstate Job Vacancy Notice

Civil Service Title: Clerical Aide (Part-time)	Level: N/A
Title Code No: 10250	Hourly Salary: \$13.61 p/h \$15.65p/h - \$18.95p/h
Office Title: Clerical Aide	Work Location: 71 Smith Avenue, Kingston, NY
Division/Work Unit: Water Supply/ Operations	Number of Positions: 1
Hours/Shift: 17 Hours per Week/Day	Agency Tracking #: N/A
Job Description	
<p>Working in the Western Operations Division of the Bureau of Water Supply, Kinston Office, the selected candidate, under direct supervision, will perform routine clerical work of minimal difficulty and responsibility with very limited latitude for independent judgment. Candidate will act as receptionist, greet the public, direct the public to the person or location most able to furnish the service requested; issue temporary identification cards to authorized visitors as necessary: receive, sort and deliver mail or other light material; prepare mail for outgoing delivery; track and report meter readings for postage machine and other office machines; and answer telephones, file, type, data entry, e-mail, copy/scan and set up meetings in Microsoft Outlook.</p>	
Qualification Requirements	
No formal education or experience required.	
Essential Skills	
N/A	
To Apply:	
<p>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 -18th Floor - Flushing - NY 11373-5108 OR 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</p> <p style="text-align: center;">For more information about DEP, visit us at: www.nyc.gov/dep Appointments are subject to OMB approval.</p>	
Post Date: 5/7/2012	Post Until: 5/21/2012
JVN: 826-12-100766-WS	

The City of New York is an Equal Opportunity Employer