

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

Civil Service Title: Part-Time Clerical Associate	Level: 01	
Title Code No: 10251	Hourly Salary: \$13.61 per hr. / \$15.65 per hr. - \$22.04 per hr.	
Office Title: Part-Time Clerical Associate	Work Location: 96-05 Horace Harding Expwy., Corona, NY	
Division/Work Unit: Bureau of Water & Sewer Operations / Connections & Permitting	Number of Positions: 2	
Hours/Shift: 17 Hours per Week / Day	Agency Tracking #: N/A	
Job Description		
Working in the Division of Connections and Permitting, Cross Connection Control Unit Section and under direct supervision, the selected candidate will perform clerical tasks such as data entry, filing and the usage of other automated office systems; assist in records transfer archiving; answer phones; distribute office supplies and maintain inventory; sort and deliver mail or other light materials; and assist the supervisor with special projects.		
Qualification Requirements		
A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting and one year of satisfactory clerical experience.		
Essential Skills		
Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute. Proficient in the use of Microsoft Word, Access and Excel programs preferred.		
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 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		
For more information about DEP, visit us at: www.nyc.gov/dep Residency restrictions apply to this position. Appointments are subject to OMB approval.		
Post Date: 5/29/2012	Post Until: Until Filled	JVN: 826-12-101588-WSO

The City of New York is an Equal Opportunity Employer.