

**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 p/h / \$15.65 p/h - \$22.04 p/h	
Office Title: Office Assistant	Work Location: 59-17 Junction Blvd., Flushing, NY	
Division/Work Unit: Administration	Number of Positions: 2	
Hours/Shift: 17.5 Hours per Week/Day	Agency Tracking #: N/A	
Job Description		
Under general supervision, the selected candidates will provide clerical and administrative assistance of minimal difficulty with limited latitude for independent judgment. This will include copying and filing of documents, scheduling of meetings, answering phones, acting as a receptionist and performing data processing.		
Qualification Requirements		
1. four year high school diploma or its educational equivalent and one year of satisfactory clerical experience.		
Skills Requirement: keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute		
Essential Skills		
N/A		
To Apply:		
<p style="text-align: center;">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 Residency restrictions apply to this position. Appointments are subject to OMB approval.</p>		
Post Date: 6/11/2012	Post Until: 6/25/2012	JVN: 826-12-101923-Budget

The City of New York is an Equal Opportunity Employer