

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

**Citywide Job Vacancy Notice**

<b>Civil Service Title:</b> Computer Programmer Analyst Trainee	<b>Level:</b> N/A
<b>Title Code No:</b> 13650	<b>Annual Salary:</b> \$34,588 / \$39,776 - \$39,776
<b>Office Title:</b> Computer Programmer Analyst Trainee	<b>Work Location:</b> 356 Flushing Ave., Brooklyn, NY
<b>Division/Work Unit:</b> Bureau of Water and Sewer Operations/Distribution Operations/Shaft Maintenance	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> 35 Hours per Week/Day	<b>Agency Tracking #:</b> N/A

**Job Description**

Under direct supervision, with little latitude for independent action or decision, the selected candidate will work in the Shaft Maintenance Division; will be trained to perform work for the purpose of preparing, maintaining and updating work order programs for use by the operations of Shaft Maintenance staff. The current work order system is Avantis and the selected candidate will assist with gathering of inventory data and enter it into the system, and completing work orders and troubleshooting problems with the system. In addition, the candidate will perform related work that may include preparing and storing documents and gathering daily information from other Shaft Maintenance personnel.

**Qualification Requirements**

1. A four-year high school diploma or its educational equivalent and one year of full-time experience of which at least 6 months shall be in computer programming; *or*
2. A four-year high school diploma or its educational equivalent and 6 months (approximately 650 hours) computer training at an accredited private trade or technical school; *or*
3. An associate degree or completion of 60 credits at an accredited college including at least 12 credits in computer science and/or data processing; *or*
4. Education and/or experience equivalent to "1", "2", or "3" above.

**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<sup>th</sup> 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](mailto:Recruit@dep.nyc.gov)

For more information about DEP, visit us at: [www.nyc.gov/dep](http://www.nyc.gov/dep)

Appointments are subject to OMB approval.

<b>Post Date:</b> 1/9/2012	<b>Post Until:</b> Until Filled	<b>JVN:</b> 826-12-97240-WSO
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**The City of New York is an Equal Opportunity Employer**