

City of New York
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Upstate Job Vacancy Notice

Civil Service Title: Clerical Associate	Level: 03	
Title Code No: 10251	Annual Salary: \$30,683 / \$35,285 - \$49,707	
Office Title: Clerical Associate III	Work Location: 465 Columbus Avenue, Valhalla, NY	
Division/Work Unit: Bureau of Water Supply/ Regulatory and Engineering Programs	Number of Positions: 1	
Hours/Shift: 35 Hours per Week/Day	Agency Tracking #: N/A	
Job Description		
Working in the Regulatory & Engineering Programs (REP) Section, East of Hudson Compliance and Administration Group, under supervision, the selected candidate will perform moderately difficult clerical duties consisting of all general office activities including word processing, filing, data entry of project history events into the REP database and perform simple queries from the REP database; copy, scan, and archive files; receive, distribute and send mail in and out for Valhalla REP staff; maintain supplies of office tools and equipment; provide clerical support for the Valhalla REP staff and visiting REP staff, managers, and Chief; and perform other duties of a clerical nature as needed.		
Qualification Requirements		
A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization 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, and experience with Microsoft Word, Excel, Access.		
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 Appointments are subject to OMB approval.		
Post Date: 3/23/2012	Post Until: 4/5/2012	JVN: 826-12-99533-WS

The City of New York is an Equal Opportunity Employer