

**City of New York**  
**DEPARTMENT OF ENVIRONMENT PROTECTION**  
**Citywide Job Vacancy Notice**

<b>Civil Service Title:</b> Part-Time Clerical Associate	<b>Level:</b> 01
<b>Title Code No:</b> 10251	<b>Hourly Salary:</b> \$13.61ph/\$15.65ph - \$22.04ph
<b>Office Title:</b> Part time Clerical Associate	<b>Work Location:</b> 96-05 Horace Harding Expwy., Queens, NY
<b>Division/Work Unit:</b> Bureau of Water & Sewer Operations/Construction	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> 35 Hours per Week/Day	<b>Agency Tracking #:</b> N/A
<b>Job Description</b>	
Working in the Division of Field Operations, Construction Section and under direct supervision, the selected candidate will perform clerical tasks such as data entry and usage of other automated office systems; filing; assisting in records transfer archiving; answering phones; distributing office supplies and keeping inventory; sorting and delivering mail or other light materials and; assisting the supervisor in any special projects.	
<b>Qualification Requirements</b>	
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.	
<b>Skills Requirement:</b> Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute.	
<b>Essential Skills</b>	
Proficient in the use of Microsoft Word, Access and Excel programs preferred.	
<b>To Apply:</b>	
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: <a href="mailto:Recruit@dep.nyc.gov">Recruit@dep.nyc.gov</a>	
For more information about DEP, visit us at: <a href="http://www.nyc.gov/dep">www.nyc.gov/dep</a> Residency restrictions apply to this position. Appointments are subject to OMB approval.	
<b>Post Date:</b> 4/2/2012	<b>Post Until:</b> 4/13/2012
<b>JVN:</b> 826-12-99628-WSO	

**The City of New York is an Equal Opportunity Employer**