

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

Upstate Job Vacancy Notice

Civil Service Title: Principal Administrative Associate	Level: 01
Title Code No: 10124	Annual Salary: \$39,981/ \$45,978 - \$58,568
Office Title: Principal Administrative Associate	Work Location: 465 Columbus Ave., Valhalla, NY
Division/Work Unit: Water Supply/Regulatory & Engineering Programs	Number of Positions: 1
Hours/Shift: 35 Hours per Week/Day	Agency Tracking #: N/A

Job Description

Working in the Regulatory and Engineering Programs (REP), East of Hudson Compliance and Administration Group, under supervision, the selected candidate will be responsible for implementing administrative protocols with respect to database entry, distribution of staff correspondence, mail, notices, filing or archiving of data or documents for the REP East of Hudson Section. Under direction of REP management, candidate will create and run database queries; develop and run automated task alerts in accordance with regulatory deadlines; generate presentation-ready reports of the Section activity; use SharePoint to disseminate Division-wide information or provide access to documents; assist with REP database and SharePoint design, security, maintenance and technical support issues and protocols; identify and document technical database issues; assist OIT and involve REP staff in diagnosing and remediating database issues; assist with collecting, tracking, and distributing office supplies across various REP division locations; and use SharePoint and Bureau's procurement database to document receipt of procurements.

Qualification Requirements

1. A baccalaureate degree from an accredited college and three years of satisfactory full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; *or*
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience described in paragraph "1" above; *or*
3. A four-year high school diploma or its educational equivalent approved by a States department of education or a recognized accrediting organization and five years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience as described in paragraph "1" above; *or*
4. Education and/or experience equivalent to paragraphs "1", "2", or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in paragraph "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in paragraph "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

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 -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

For more information about DEP, visit us at: www.nyc.gov/dep

Appointments are subject to OMB approval.

Post Date: 03/26/2012

Post Until: 4/6/2012

JVN: 826-12-99757-WS

The City of New York is an Equal Opportunity Employer