



**NEW YORK CITY FIRE DEPARTMENT  
JOB VACANCY NOTICE**

Repost 1/23/15

<b>CIVIL SERVICE TITLE</b> Stockworker I	<b>Title Code #</b> 12200
<b>OFFICE TITLE</b> Stockworker	<b>SALARY</b> \$28,206 - Minimum salary for full-time employees \$42,517 - Maximum salary for full-time employees
<b>BUREAU/DIVISION/UNIT</b> Technology Development & Systems/Radio Repair Operations	<b>LOCATION</b> 58-65 52 <sup>nd</sup> Road Woodside, NY

**JOB DESCRIPTION**

The Asset Control Assistant will be responsible for performing daily Stock Worker operational tasks and assist in the daily administration and coordination of the Bureau of Technology Development Systems, Radio Repair Operations. Load and unload equipment and supplies at the receiving, delivery and storage locations. Responsible for the receipt, distribution and inventory control of materials, supplies and equipment. Maintain appropriate records and perform related duties. Operate equipment necessary to perform loading, unloading and vouchering. Utilize computer and related technology.

**PREFERRED SKILLS:**

A Motor Vehicle Driver's License valid in the State of New York which must be maintained for the duration of employment.

**QUALIFICATION REQUIREMENTS:**

There are no formal education and qualification requirements for this position.

**NOTE:** New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

**TO APPLY:**

NON-CITY EMPLOYEES/EXTERNAL CANDIDATES PLEASE GO TO [WWW.NYC.GOV/JOBS](http://WWW.NYC.GOV/JOBS).

CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE (NYC.GOV/ESS). REFER TO JOB ID # 170050 .

**DATED:** January 23, 2015

**\*POST UNTIL\*:** January 30, 2015

The Fire Department is an Equal Opportunity Employer.