



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

CIVIL SERVICE TITLE Clerical Associate, L-IV	Title Code # 10251
OFFICE TITLE Clerical Associate, L-IV	SALARY \$36,166-Minimum salary for full-time employees with less than 2 years of City Service \$41,591-Minimum salary for full-time employees with more than 2 years of City Service
BUREAU/DIVISION/UNIT Revenue Management/Cashier's Office	LOCATION 9 MetroTech Center, Brooklyn, New York

JOB DESCRIPTION

The selected candidate will assist in the day-to-day operations of the Cashier's Office, which includes the collection of the daily revenue for the Bureau of Fire Prevention and the daily reconciliation of cash collected; ensure preparation of daily bank deposit and entry of daily totals in FMS; secure cash proceeds; prepare daily and monthly reports; ensure adequate amount of supplies and cash are maintained at each register in a daily basis; perform other general Cashier's Office work as assigned by supervisor.

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.
Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute.

PREFERRED SKILLS:

Excellent written and verbal communication skills.

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. Please note that only candidates considered for an interview will be contacted.

TO APPLY:
This position is open to applicants who are already permanent in the Clerical Associate title, or candidates who is on the CS list for the Clerical Associate exam #3016. Please indicate in your cover letter whether are already permanent in the Clerical Associate title, or your list number. If you do not include this information in your cover letter, you will not be considered for an interview.

CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE (NYC.GOV/ESS). REFER TO JOB ID # 217729 .

DATED: October 21, 2015 ***POST UNTIL*:** November 6, 2015

*"FDNY is ranked as the top place to work among gov't agencies; and 17th overall among 500 employers among large U.S. companies, nonprofits, gov't agencies, and U.S. divisions of multi-national."
-Forbes magazine, on "America's Best Employers 2015"*

The Fire Department is an Equal Opportunity Employer.