

Appointments are subject to Office of Management and Budget (OMB)  
approval for budgeted headcount.

**GRANT FUNDED POSITION (2009-DN-BX-K162)**

**OFFICE OF CHIEF MEDICAL EXAMINER**  
**CITYWIDE JOB VACANCY NOTICE**

**Civil Service Title:** Clerical Associate  
**Title Code No:** 10251

**Level:** III  
**Salary:** \$30,683 (New)  
\$35,285 (City employee)

**Office Title:** Clerical Associate

**Work Location:** 421 East 26 Street, NYC

**Division/Work Unit:** Forensic Biology

**Number of Positions:** 1

**Hours/Shift:** Thirty-five hours over a five day period; intermittent overtime may be necessary.

---

**JOB DESCRIPTION**

Under supervision, selected candidate performs moderately difficult work with latitude for independent judgment. Typical tasks include but are not limited to the following:

- Enters data into Forensic Biology's database.
- Uses word processing or spreadsheet software to prepare letters, reports, memos, monthly statistics, grant submissions and other Forensic Biology related documents.
- Responds to inquiries received from the general public, City, State and Federal agencies.
- Prepares case submissions and/or reviews prepared documentation before submissions.
- Collects, sorts, and distributes incoming and outgoing mail.
- Other duties as assigned.

---

**QUALIFICATION REQUIREMENTS**

1. 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.

---

**PREFERRED SKILLS**

Successful candidates should have experience in data entry. Knowledge of various computer programs such as Microsoft Word and Microsoft Excel; ability to type at least 35 words per minute.

---

**\*\*\*SPECIAL NOTE\*\*\***

**THIS POSITION IS GRANT FUNDED AND AS SUCH WILL BE VALID FOR ONE YEAR. SELECTED CANDIDATE DOES NOT HAVE TO BE A CIVIL SERVICE HIRE AS THIS IS A TEMPORARY APPOINTMENT UNDER THE RULES & REGULATIONS OF THE CITY PERSONNEL DIRECTOR, SECTION 5.4.2.b**

---

**TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:**

Ayinde Williams  
Recruitment Coordinator, Human Resources  
The Office of Chief Medical Examiner  
421 East 26 Street – Mailbox #10-52  
New York, NY 10016

Resumes may be emailed in a WORD format to [Recruiter3@ocme.nyc.gov](mailto:Recruiter3@ocme.nyc.gov). Title/Level & Job Vacancy number must be indicated in the subject line.

**NO PHONE CALLS**

<b>POST DATE: October 5, 2009</b>	<b>POST UNTIL: October 19, 2009</b>	<b>JVN: 816/10/CME019</b> (Agency Code/ Fiscal Year/Number)
-----------------------------------	-------------------------------------	--

The City is an Equal Opportunity Employer.  
The Official NYC Web Site: [www.nyc.gov](http://www.nyc.gov)