

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

GRANT FUNDED POSITION (2009-DN-R-113)
OFFICE OF CHIEF MEDICAL EXAMINER
CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Clerical Associate
Title Code No: 10251

Level: III
Salary: \$30,683 (New Hire)
\$35,285 (City Employee)
Work Location: 421 East 26 Street, NYC
Number of Positions: 1

Office Title: Clerical Associate
Division/Work Unit: Forensic Biology
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 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 DO 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. Title/Level & Job Vacancy number must be indicated in the subject line.

NO PHONE CALLS

POST DATE: October 5, 2009	POST UNTIL: October 19, 2009	JVN: 816/10/CME020 (Agency Code/ Fiscal Year/Number)
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