



DEPT OF ENVIRONMENT PROTECTION
Job Posting Notice

**Environmental
Protection**

Job ID: 171948 **# of Positions:** 2
Business Title: Legal Intern
Civil Service Title: COLLEGE AIDE (ALL CITY DEPTS)
Title Code No: 10209 **Level:** 01
Proposed Salary Range: \$ 8.75 - \$ 13.15 (Hourly)
Work Location: 250 Broadway, N.Y.
Division/Work Unit: Sandy HRO Administration

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Job Description

Provide general administrative support including: document printing, copying, scanning, filing, mailing, etc.

Download and print Rehabilitation and Reimbursement grant agreements for HRO countersignature(s)

Scan and upload countersigned and notarized grant agreements to CMS

Mail a copy of the countersigned grant agreement to the applicant

Maintain the grant agreement electronic and paper filing system

Maintain Excel tracking sheets and update/upload information to CMS database

Minimum Qual Requirements

For Assignment Level I:

Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school.

For Assignment Level II (Information Technology):

Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school with a specific course of study in information technology, computer science, management information systems, data processing, or closely related field, including or supplemented by 9 semester credits in an acceptable course of study.

For Assignment Level III (Information Technology Fellow):

Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school with a specific course of study in information technology, computer science, management information systems, data processing, or other area relevant to the information technology project(s) assigned, including or supplemented by 9 semester credits in an acceptable course of study. Appointments to this Assignment Level will be made by the Technology Steering Committee through the Department of Information Technology and Telecommunications.

SPECIAL NOTE

Maximum tenure for all Assignment Levels in the title of College Aide is 6 years. No student shall be employed more than half-time in any week in which classes in which the student is enrolled are in session. Students may be employed full-time during their vacation periods.

Preferred Skills

Intermediate to advanced knowledge of MS Excel and MS Word (experience with mail merge using MS Office a plus)

Detail oriented

Positive attitude and a willingness to adapt to changing priorities and processes

Additional Information

This is a long-term temporary grant funded position with an estimated duration of up to 18 months.

To Apply

To apply click "Apply Now"

The NYCDEP is an Equal Opportunity Employer

Residency Requirement

New York City residency is generally 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 determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING 10/20/2014
DATE:

POST UNTIL: 11/02/2014