

**City of New York
DEPARTMENT OF ENVIRONMENTAL PROTECTION**

Citywide Job Vacancy Notice

Civil Service Title: Clerical Associate (<i>Part-Time</i>)	Level: 01	
Title Code No: 10251	Salary: \$13.60p/h - \$15.65p/h	
Office Title: N/A	Work Location: 59-17 Junction Blvd., 13 th Floor	
Division/Work Unit: Bureau of Customer Services/Collection Unit	Number of Positions: 1	
Hours/Shift: 17 Hours/Day		
Job Description		
Under general supervision, the selected candidate will perform responsible clerical and related work. The candidate will scan various documents relating to collection initiatives and other administrative functions; will utilize manual and automated office systems; perform data entry, filing and check records for accuracy of information and conformity with established policy and procedures.		
Qualification Requirements		
A four-year high school diploma or its educational equivalent and one year of satisfactory clerical experience. Keyboard familiarity with the ability to type at a minimum of 100 keystrokes (<i>20 words</i>) per minute.		
Essential Skills		
N/A		
To Apply:		
Please submit 2 copies of your resume placing the JVN# on the upper right corner of your resume. The JVN# is located at the lower right CORNER of this page. NYC Department of Environmental Protection Recruitment Office: 59-17 Junction Boulevard -18 th Floor - Flushing - NY 11373-5108 <i>OR</i> Via E-mail, please submit your resume in Adobe PDF or Microsoft Word placing the JVN# on the upper right corner of your resume as well as in the subject line to: Recruit@dep.nyc.gov		
For more information about DEP, visit us at: www.nyc.gov/dep NYC Residency is required within 90 days of appointment Appointments are subject to OMB approval		
Post Date: 06/29/2009	Post Until: 07/13/2009	JVN: 826-09-005376-CS

The City of New York is an Equal Opportunity Employer