

City of New York
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Citywide Job Vacancy Notice

Civil Service Title: Principal Administrative Associate	Level: 01
Title Code No: 10124	Salary: \$39,981 / \$45,978 - \$58,568
Office Title: N/A	Work Location: 96-05 Horace Harding Expressway
Division/Work Unit: Bureau of Water & Sewer Operations/Connections & Permitting	Number of Positions: 1
Hours/Shift: 35 Hours/Day	
Job Description	
<p>Working within the Bureau of Water and Sewer Operations, Division of Permitting and Inspection, under general direction of the Engineer-in-charge, the selected candidate will serve as professional administrative support for the Section Chief. The candidate responsibilities will include tracking and maintaining Commissioner's Correspondence, maintaining files and updating records including sewer records, drawings and contract plans. The candidate will also be responsible for entering and updating important data into the Hansen Management System. Retrieve and collect information from other City Agencies and perform related research and investigations. Interact with consultants, plumbers, and other agencies in conjunction with the preparation of related correspondence. Assist in conducting data research and perform analysis.</p>	
Qualification Requirements	
<p>1. A baccalaureate degree from an accredited college and three years of satisfactory, full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; <i>or</i></p> <p>2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory, full-time progressively responsible experience as described in "1" above; <i>or</i></p> <p>3. A four-year high school diploma or its educational equivalent and five years of satisfactory, full-time progressively responsible experience as described in "1" above; <i>or</i></p> <p>4. Education and/or experience which is equivalent to "1", "2" or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (<i>but not for the one year of administrative or supervisory experience described in "1" above</i>) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 1/2 years.</p>	
Essential Skills	
N/A	
To Apply:	
<p>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 -18th 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</p> <p>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</p>	
Post Date: 10/20/2009	Post Until: 11/03/2009
JVN: 826-10-6971-WSO	

The City of New York is an Equal Opportunity Employer