

**City of New York
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Upstate Job Vacancy Notice**

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| Civil Service Title: Principal Administrative Associate | Level: 01 | |
| Title Code No: 10124 | Annual Salary: \$39,981 / \$45,978 - \$58,568 | |
| Office Title: Administrative Assistant | Work Location: Eastview Precinct, 2 Walker Road, Valhalla, NY | |
| Division/Work Unit: Bureau of Police & Security/Police Division | Number of Positions: 1 | |
| Hours/Shift: 35 Hours per Week/Day | Agency Tracking #: N/A | |
| Job Description | | |
| Working in the Division of Police, the selected candidate will serve as the Administrative Assistant to the East of Hudson Division Commander. The duties will include but not be limited to assisting with maintaining schedules, setting up meetings, logging and tracking correspondence, maintaining files, overseeing the administrative responsibilities of the Division Commanders Office and perform and difficult administrative tasks including developing spread sheets and managing confidential information. | | |
| 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 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 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 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 (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 ½ years.</p> | | |
| Preferred Skills | | |
| Candidate must possess strong organizational, communication and computer skills. Candidate should also be very detail oriented. | | |
| 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 Appointments are subject to OMB approval.</p> | | |
| Post Date: 6/11/2012 | Post Until: 6/25/2012 | JVN: 826-12-101882-Police |

The City of New York is an Equal Opportunity Employer