

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Associate	TITLE CODE NO.: 56057
OFFICE TITLE: Stock and Mail Room Clerk	SALARY: \$32,321 to \$53,788 (annual)
DIVISION/WORK UNIT: Administrative Services	WORK LOCATION: 156 William Street, New York, NY 10038
HOURS 35 hours per week	NUMBER OF POSITIONS: 1

JOB DESCRIPTION

The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with a broad network of community-based organizations throughout New York City. Our central task is administering available city, state, and federal funds to a wide range of innovative, practical and quality programs that positively impact youth and communities.

Under supervision, the selected candidate will be responsible for performing work in any phase of mail room operations.

Duties include:

- Organize and maintain stock room inventory.
- Receive request for and distribute supplies as requested by agency staff.
- Assist in the collection and disposal process of agency electronic salvage.
- Assist in the collection, redistribution and disposal of agency surplus.
- Move and maintain agency furniture and prepare for surplus or disposal.
- Receive, open and distribute mail/ packages
- Prepare and maintain processing deadlines, various logs and statistical mail reports
- Ship orders; ship event materials, awards and various materials for co-workers
- Responsible for opening and closing mailing machine and generating End of Month report.
- Update and e-mail and/or print renewals monthly.
- Provide reception relief for breaks, lunches and vacation time off
- Work with Word, Excel, Outlook and Access applications
- May be assigned other clerical duties/tasks as needed.

This is a production environment and will require flexibility and additional non-scheduled hours

PREFERRED SKILLS:

Candidate should be able to unload and transport boxes routinely weighing up to 30 pounds and occasionally up to 70 pounds. Ability to stand or sit for long periods of time

- Ability to meet and maintain established performance and production standards under strict- time constraints
- Should possess good verbal and communication skills and write legibly
- Should possess Good math, reading, and comprehension skills
- Should have basic understanding of PC software and applications
- Strong interpersonal and organizational skill

MINIMUM QUALIFICATIONS:

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL

NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT

Candidates with two (2) years of City service may reside in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties.

To APPLY:

Search for the Job ID

#151023

External Candidates please go to www.nyc.gov/careers

Current NYC employees please go to www.nyc.gov/ess

ALL APPLICATIONS MUST BE SUBMITTED VIA THE ONLINE PORTALS MENTIONED ABOVE. SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN INTERVIEW. ONLY CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

If you do not have access to a personal computer, please visit your local library

POST DATE: 5/23/2014

POST UNTIL: 6/6/2014

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The City of New York and the Department of Youth & Community Development is an Equal Opportunity Employer.