

JOB VACANCY NOTICE

In order to qualify applicants must be appointed from a Civil Service list or already be Permanent in that Title

CIVIL SERVICE TITLE: Clerical Associate-Level 3	TITLE CODE NO.: 10251-L3
OFFICE TITLE: Clerical Associate	SALARY: \$32,086 to \$49,707 (Annual)
DIVISION/WORK UNIT: Procurement	WORK LOCATION: 2 Lafayette Street New York, NY 10007
HOURS 35 Hours Per Week (minimum)	NUMBER OF POSITIONS: 3
JOB DESCRIPTION:	
<p>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 (CBO) 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.</p> <p>DYCD is searching for candidates who under supervision perform clerical tasks, such as data entry, filing and use of automated office equipment (i.e.; fax machine, scanner, and copier). The candidate will also assist in the transmittal of records including mailing and archiving as well as be expected to duplicate records, answer phones, distribute mail/faxes and assist in other tasks and special projects as assigned. The ideal candidate will be able to manage and organized over 3,000+ contract files and maintain the procurement file room and have an eye for detail.</p>	
PREFERRED SKILLS:	
<ul style="list-style-type: none"> • Excellent communication and interpersonal skills. • Excellent oral and written skills. • Professional telephone manner. • Well organized and detailed oriented. • Familiarity with and ability to use standard office equipment, including but not limited to fax machines, scanners and copiers. • Proficient with computers, including experience with Microsoft Office suite, Excel and Word. 	
MINIMUM QUALIFICATIONS:	
<ul style="list-style-type: none"> • A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and one year of satisfactory clerical experience. 	
<p>**Skills Requirement- Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute.</p>	
<p>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.</p>	
<p>To APPLY: Search for the Job ID #204911 External Candidates please go to www.nyc.gov/careers Current NYC employees please go to www.nyc.gov/ess</p>	
<p>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.</p>	
<p><i>*If you do not have access to a personal computer, please visit your local public library*</i></p>	
POST DATE: 8/7/2015	POST UNTIL: Until Filled
Job ID #: 204911	

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