

Civil Service Title: Clerical Associate

Salary: \$16 - \$20 per hour

Duration: This is a 9 month seasonal position beginning April 2010.

Work Location: Van Cortlandt Park, Bronx

Number of Positions: 1

Van Cortlandt Park is New York City's fourth largest park, which is 1,146 acres; 60 percent of the park is forested. Van Cortlandt Forest Restoration is a 10 year undertaking to provide forestry management and ecological restoration to the park wooded habitats as part of a broader Bronx-wide program.

Under the supervision of the Administrative Horticulturalist, Clerical Associate provides key administrative support towards the day to day operations of the Van Cortlandt Forest Restoration program.

MAJOR RESPONSIBILITIES

- Perform basic research and report writing, including simple mathematical and data operations.
- Assist with general purchasing, including preparation of requisitions and reports, and tracking deliveries.
- Perform responsible clerical work in various administrative and operational areas by processing, recording, checking, and maintaining records, furnishing information, and preparing reports.
- Assist in organizing and maintaining filing and records systems.
- Ensure the orderly and safe upkeep of the office equipment and resources.
- Perform other related clerical and office management functions as necessary.

QUALIFICATION REQUIREMENTS

1. 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.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required for all other candidates within 90 days of employment.

SKILLS REQUIREMENT

Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute.

PREFERRED SKILLS/QUALIFICATIONS

1. At least one year in a clerical or office support position.
2. Excellent communication and customer service skills.
3. Ability to type at least 20 words per minute.
4. Familiarity with Microsoft Word and Excel a must.

To apply, please submit cover letter & resume by 3/26 to:

Bernard Mosca

City of New York/Parks & Recreation

1 Bronx River Parkway,

Bronx, NY 10462

Email: bernard.mosca@parks.nyc.gov

Please note, that only candidates under consideration will be contacted.

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