

VACANCY NOTICE

AGENCY: NYC OFFICE OF THE COMPTROLLER

TITLE: CLERICAL ASSOCIATE (Various)

SALARY: \$28,000 - \$38,000

LOCATIONS: VARIOUS

PERIOD: March 8, 2007 to Until Filled

Under supervision, with some latitude for independent judgment, these positions will perform clerical and related office activities utilizing manual and automated office systems.

DUTIES include, but are not limited to, the following:

- Maintains records and files of an assigned area; tracks daily office mail or correspondence as required.
- Uses database to record, check and maintain current and timely status of correspondence, files or other documents; may prepare reports as needed.
- Performs associated duties including typing, copying, distributing of memoranda, reports or other documents as required.
- Assists with answering and screening of phone calls, furnishes information and directs inquiries as required.
- Assists supervisor on related matters and functions as required; may include assisting with timekeeping and other administrative tasks.
- May perform related work to support and assist other professional staff in assigned work areas, as required.
- Assists with greeting guests for in-house meetings; may include scheduling and related work.

QUALIFICATION REQUIREMENTS:

A high school diploma or its educational equivalent and at least one (1) year of satisfactory full-time clerical experience. Some college preferred.

Good working knowledge of Microsoft Office Suite products expected.

OVER

Must be a reliable self-starter with excellent interpersonal skills.

Interested candidates may submit **two** copies of their resume and cover letter in confidence to:

**New York City Office of the Comptroller
Personnel Division #07-12
1 Centre Street, Room 710
New York, N.Y. 10007**

OR

Email a copy of their cover letter and resume with the vacancy number in the subject line to: Recruitment@comptroller.nyc.gov

Equal Opportunity Employer M/F/H/V.....Certain residency requirements may apply.

Note: while we appreciate every applicant's interest, only those under consideration will be contacted.