

**NYC OFFICE OF THE COMPTROLLER**

**JOB VACANCY NOTICE**

<b>Title:</b>	<b>Support Services / Mailroom Assistant (Part-Time)</b>
<b>Salary:</b>	<b>\$15.66 per hour</b>
<b>Bureau/Division:</b>	<b>Administration/Facilities</b>
<b>Period:</b>	<b>October 30, 2018 – Until Filled</b>

**JOB DESCRIPTION**

The Office of the Comptroller seeks to hire a part-time Support Services / Mailroom Assistant to help pick up, sort, stamp and deliver mail within the agency and also make deliveries to the US Post Office, if needed. The selected candidate will learn to use hand held scanning device to log incoming mail and mail delivery. In addition, this position will assist the Supply Coordinator in distributing and coordinating the delivery of office supplies to employees and managing signature documents and filing, as needed. Support Services / Mailroom Assistant may work up to 30 hours per week.

Duties and responsibilities of the position include, but are not limited to, the following:

- Pick up and inspect incoming mail from DCAS Mailroom room for the Comptroller's Office;
- Deliver outgoing mail to the DCAS Mailroom for processing;
- Assist with sorting incoming mail for distribution to the floors, delivering mail to various floors, and collecting outgoing mail from various floors, as requested;
- Prepare outgoing mail by properly using postage machine, as needed;
- Review certified mail, priority mail including Fedex and UPS, to ensure labeling is accurate and complete;
- Assist with distributing supply orders to employees that are prepared for pick up;
- Assist staff with collecting and filing signature documents for supplies; and,
- Perform other related duties and assignments as may be required.

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**MINIMUM QUALIFICATION REQUIREMENTS**

A four-year high school diploma or its educational equivalent.

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**PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS**

- Prior experience in mailroom operations preferred;
- Excellent organizational skills, attention to detail, ability to work independently and adhere to directions as given are a must;
- Familiarity with MS Office / PC skills;
- Must demonstrate excellent judgment in handling mail and notifying the supervisor of any potential issues;
- High level of professionalism at all times, and ability to handle multiple tasks expected;
- Must be reliable and punctual.

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**TO APPLY, GO TO: Employment Opportunities at [www.comptroller.nyc.gov](http://www.comptroller.nyc.gov)**

**Certain residency requirements may apply.** We appreciate every applicant's interest; however, only those under consideration will be contacted.

Vacancy notices listed as "Until Filled" will be posted for at least five work days.

<b>POSTING DATE:</b> October 30, 2018	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/019/033
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**The NYC Comptroller's Office is an Equal Opportunity Employer**