

City of New York
DEPT. OF HOMELESS SERVICES
Job Vacancy Notice

Civil Service Title: Clerical Associate	Level: 1
Title Code No: 10251	Salary: \$32,086.00/\$36,899.00-\$51,981.00 Frequency: ANNUAL
Office Title: Vacancy Control Specialist	Work location: 33 Beaver Street MANHATTAN, NY 10004
Division/Work Unit: Capacity Planning, & Development/HERO-Vacancy Control	Number of Positions: 2
Hours/Shift: Mon:-Fri: 9:00am-5:00pm	Agency Tracking #: 3094 POSITION:# 1246

Job Description

The NYC Department of Homeless Services seeks two (2) Clerical Associates to serve as Vacancy Control Specialists assigned to the Vacancy Control Unit to reconcile shelter exits/vacancies and manage offline coordination. Clerical functions are critical to the HERO placement process and the selected candidate(s) will be responsible for the reconciliation of CARES. This will ensure more accurate and live vacancies, reduction of overtime, reduction of staff burn out, improved morale. These positions are backfills from vacancies due to staff retirement. (1264,7516)

PERMANENT INCUMBENTS ONLY

Qualification Requirements

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.

Skills Requirement

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

Preferred Skills

N/A

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply:

For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers.

For all other applicants, please go to the [NYC Careers website](#).

Most public libraries have computers available for use.

No phone calls, faxes, emails and personal inquiries permitted.

Post Date: 6/30/2016

Post Until: 7/15/2016

JVN: 071-2016-245367

The City of New York is an Equal Opportunity Employer.