

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

<b>Civil Service Title:</b> Clerical Associate	<b>Level:</b> 4
<b>Title Code No:</b> 10251	<b>Salary:</b> \$36,166.00/\$41,591.00/\$56,775.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Clerical Associate	<b>Work location:</b> 151 E 151 St BRONX, NY 10451
<b>Division/Work Unit:</b> Family/PATH/Intake	<b>Number of Positions:</b> 2
<b>Hours/Shift:</b> Sun.-Thurs. 4:00pm-12:00am Tues.-Sat. 4:00pm-12:00am	<b>Agency Tracking #:</b> 2950 <b>POSITION#:</b> 1346

**Job Description**

The NYC Department of Homeless Services seeks one (2) Clerical Associates Level 4 to work in the Prevention Assistance and Temporary Housing (PATH) unit in the Division of Family Services. Family Intake operates 24/7 as the City's intake center serving families with children seeking shelter and services. The site in the Bronx operates 24 hours per day, and new sites will open in Manhattan, Brooklyn and Queens which will operate from 8AM-10PM, Monday through Saturday. The selected candidates may be placed in any of these sites.

Under the supervision of the Director for Family Intake, with some latitude for independent judgment, will perform responsible clerical work in various administrative and operational areas. The incumbents will be responsible for the distribution of Metrocards, emergency meal allowances, funds for necessary identification, issued checks, sub-imprest and other emergency financial needs necessary to facilitate timely returns to the community. They will prepare and accurately generate weekly/monthly tracking of ledgers, distributions and related reporting requirement. They may authorize and process payment to clients, employees, agencies, and vendors. They perform special projects and assists with the preparation of weekly staff time for payroll purposes and other tasks identified by manager and supervisor. They will provide administrative support to the Assistant Commissioner and PATH Director.

They meet regularly with the Program Director/Manager to discuss issues related to the Funds Disbursement Unit. Also handles special projects upon request and assists with the preparation of weekly staff time and leave for timekeeping and payroll purposes. (1346,3550)

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**

This is a critical administrative position requiring strict attention to detail and the ability to handle multiple tasks. Computer skills in the following applications are preferred: MS Word, MS Excel and MS Access.

**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:** 11/17/2015

**Post Until:** 12/2/2015

**JVN:** 071-2016-222953

**The City of New York is an Equal Opportunity Employer.**