

Posting Date: May 28, 2008

Closing Date: June 9, 2008

TITLE	GRADE	Office	
Keyboard Specialist 1	6	Alcoholic Beverage Control 317 Lenox Avenue New York City	
APPOINTMENT TYPE	# OF VACANCIES	JURIS. CLASS	NEG. UNIT
Contingent Permanent/Permanent	1	Competitive	ASU

Minimum Qualifications Required for Appointment:

Employees who are reachable on the Keyboard Specialist 1 eligible list should respond to the posting.

Employees who have permanent status in the posted title and are interested in **reassignment OR** employees who meet the qualifications stated below are encouraged to respond to this posting.

70.1 Transfer:

One year of permanent competitive service in a clerical, secretarial or keyboarding title SG-4 or higher and demonstrate adequate keyboarding skills by prior service in a keyboard title or successful completion of the Keyboard Specialist performance test.

Note:

One year of permanent non competitive 55 b/c service in a comparable title as described above is also qualifying. Candidates must demonstrate adequate keyboarding skills by prior service in a keyboarding title or successful completion of the Keyboard Specialist performance test.

Duties:

The duties of this position include but are not limited to the preparation of correspondence, the process and issuing of licenses for applicants, process and issue temporary retail permits, provides public assistance to applicants at window, processes fingerprint cards, prepares scanning material, answer telephones and maintain files.

The Office of General Services provides human resources support for the Division of Alcoholic Beverage Control. Accordingly, to apply for this vacancy, candidates should submit a letter to Paula Moore, Personnel Administrator at OGS Human Resources Management, referencing the above posting number and include a clear, concise resume providing specific, verifiable information about their qualifying experience. This must be received in the OGS Division of Human Resources Management by the closing date or the response will not be considered.