



JOB VACANCIES

**No. of
Vacancies**

- 3 ADMINISTRATIVE AIDE II (Messenger), SG-2**
Elementary School Graduate; Exp. & Training: None required; Eligibility; None required
(MC 10 s. 2013 - Cat. III)
- 1 CONSTRUCTION AND MAINTENANCE MAN, SG-2**
Elementary School Graduate; Exp. & Training: None required; Eligibility; None required
(MC 10 s. 2013 - Cat. III)
- 11 ADMINISTRATIVE AIDE I (Utility Worker I), SG-1**
Must be able to read and write; Exp. & training: none required; Eligibility: none required
(MC 10 s. 2013- Category III)

Interested applicants may submit their application letter not later than
January 26, 2017.

Date Posted: 1/16/17
Date Removed: _____

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JOB VACANCIES

**No. of
Vacancies**

- 1 ATTORNEY III, SG-21 (Future Vacancy)**
Bachelor of Laws; Exp. & training: one year of rel. experience; four hours of relevant training; Eligibility: RA 1080 (Lawyer)

- 6 ADMINISTRATIVE ASSISTANT III, SG-9**
(5-Billing and Claims; 1-Accounting)
Completion of two-year studies in college; Exp. & training: one year of rel. experience; four hours of relevant training; Eligibility: Career Service (Sub-Professional)/First Level Eligibility

- 16 ADMINISTRATIVE ASSISTANT II, SG-8**
Completion of two-year studies in college; Exp. & training: one year of relevant exp; four hours of relevant training; Eligibility: Career Service (Sub-Professional)/First Level Eligibility

- 25 ADMINISTRATIVE ASSISTANT I, SG-7**
Completion of two-year studies in college; Exp. & training: none required; Eligibility: Career Service (Sub-Professional)/First Level Eligibility

- 1 ADMINISTRATIVE ASSISTANT I (Motor Pool Supervisor), SG-7;**
Completion of two-year studies in college; Exp. & training: none required; Eligibility: Career Service (Sub-Professional)/First Level Eligibility

- 1 ADMINISTRATIVE AIDE VI (Mechanical Plant Operator II), SG-6**
High School graduate or completion of relevant vocational/trade course; Exp. & training: none required; Eligibility: none required (-50 hp) (MC 10 s. 2013- Category II)

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1/1/17



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**No. of
Vacancies**

- 5 MEDICAL EQUIPMENT TECHNICIAN I, SG-6**
Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course; Exp. & training: none required; Eligibility: None required (MC 10 s. 2013 – Cat. II)
- 2 ADMINISTRATIVE AIDE IV (Mechanical Plant Operator I), SG-4**
High School graduate or completion of relevant vocational/trade course; Exp. & training: none required; Eligibility: none required (-50 hp) (MC 10 s. 2013- Category II)
- 12 ADMINISTRATIVE AIDE III (Utility Worker II), SG-3**
Must be able to read and write; Exp. & training: none required; Eligibility: none required (MC 10 s. 2013- Category III)
- 1 ADMINISTRATIVE AIDE III (Painter I), SG-3**
Elementary School graduate; Exp. & training: none required; Eligibility: Painter (MC 10 s. 2013- Category II)
- 1 ADMINISTRATIVE AIDE III (Plumber I), SG-3**
Elementary School graduate; Exp. & training: none required; Eligibility: Pipefitter or Plumber (MC 10 s. 2013- Category II)
- 1 COOK I, SG-3**
Elementary School graduate; Exp. & training: none required; Eligibility: none required (MC 10 s. 2013- Category III)