

WE ARE HIRING CLERICAL ASSOCIATES

82-68 164th Street Queens, North Building
Auditorium, New York 11432

Monday July 20, 2026 | 10AM — 2PM



Positions and Qualifications:

Clerical Associate (Openings in Clinic, Credit and Collection, Dental Oral, Maxio Surgery, Medical Clinic, Ophthalmology, Emergency Room Service Adult) – Level III Annual Salary \$42,288

A high school diploma or its educational equivalent; **and**,

Six (6) months of full-time satisfactory clerical experience and/or experience interacting with the public, such as processing sales; taking, processing, and delivering orders; obtaining and dispensing information; listening to and resolving customers concerns, problems, and complaints; and/or performing related customer service activities.

Clerical Associate (Openings in Property Office, Credit and Collection) – Level IV Annual Salary \$46,503

A high school diploma or its educational equivalent; **and**,

Six (6) months of full-time satisfactory clerical experience and/or experience interacting with the public, such as processing sales; taking, processing, and delivering orders; obtaining and dispensing information; listening to and resolving customers concerns, problems, and complaints; and/or performing related customer service activities.

NYC Health and Hospitals offers a competitive benefits package that includes:

Comprehensive Health Benefits for employees hired to work 20+ hrs. per week | Retirement Savings and Pension Plans | Paid Holidays and Vacation in accordance with employees' Collectively bargained contracts | Loan Forgiveness Programs for eligible employees | College tuition discounts and professional development opportunities | College Savings Program | Union Benefits for eligible titles | Multiple employee discounts programs | Commuter Benefits Programs



Please email a copy of your resume
to **QHCEmployment@nychhc.org**,
subject line "**Finance Job Fair**
7/20/26" or scan the QR code.

NYC Health + Hospitals is an EEO Employer

Kindness and care are built into our mission and our ICARE values:
Integrity, Compassion, Accountability, Respect, Excellence.