



JPM Physical Therapy, P.C.

93-16 Liberty Avenue,

Ozone Park, NY 11417-1528

Phone #: (718) 764-6669 Fax #: (718) 835-5505

Email: jpmphysicaltherapy@yahoo.com

NOTICE OF FILING OF APPLICATION UNDER THE U.S. DEPARTMENT OF LABOR'S PERMANENT LABOR CERTIFICATION PROGRAM

An application concerning the employment of one (1) alien worker for the following permanent position will be filed with the Department of Homeland Security. This Notice of Filing will be posted for ten (10) consecutive business days, ending between 30 and 180 days before filing the permanent labor certification application.

POSITION TITLE : OFFICE MANAGER

POSITION DUTIES :

monitor and order office supplies and equipment; arrange office maintenance; supervise clerical staff; prepare and monitor safety programs; ensure licenses are up to date; schedule appointments and maintain staff schedules; prepare and send invoices and statements to patients; ensure insurance claims submission; maintain secure storage systems that complies with privacy laws for confidential information

RATE OF PAY : \$141,000.00 per year

The employer will pay or exceed the prevailing wage, as determined by the U.S. Department of Labor.

LOCATION OF

EMPLOYMENT :

JPM Physical Therapy, P.C.

93-16 Liberty Avenue

Ozone Park, NY 11417

This notice is provided in compliance with 20 CFR 656.10(d). Any person may provide documentary evidence bearing on the application to the Certifying Officer of the U.S. Department of Labor holding jurisdiction over the location of the proposed employment through the following:

**United States Department of Labor
Employment and Training Administration**

Atlanta National Processing Center

Harris Tower

233 Peachtree Street

Suite 410

Atlanta, GA 30303

Telephone Number: (404) 893-0101

Fax: (404) 893-4642



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This notice is being provided to workers in the place of intended employment by the following:

- [X] Posting a clearly visible and unobstructed notice, for at least ten (10) consecutive business days, in conspicuous location(s) in the workplace, where the employer's U.S. workers can readily read the posted notice, including but not limited to locations in the immediate vicinity of the wage and hour notices.

and

- [X] Publishing the notice in any and all in-house media, whether electronic or printed, in accordance with the normal procedures used for the recruitment of similar positions in the employer's organization.

DATE POSTED : 01/25/2019

DATE REMOVED : 02/16/2019

LOCATIONS WHERE THE
NOTICE WAS POSTED : HRD Bulletin Board
JPM Physical Therapy, P.C.
93-16 Liberty Avenue
Ozone Park, NY 11417

MEANS OF IN-HOUSE NOTICE
(if applicable) : employer's website

EXPLANATION OF ANY LACK
OF IN-HOUSE NOTICE :

I attest, under penalty of perjury, that the above notice was provided as shown.

SABINIANO F. MANGGURAY, JR.
President

DATE : 02/16/2019



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NOTICE OF JOB AVAILABILITY

Re: **OFFICE MANAGER**

This Notice is being provided as a result of filing of an application for permanent certification for the job opportunity shown above.

Any person may provide documentary evidence bearing on the application to the Center Director of the U.S. Citizenship and Immigration Services and Regional Certifying Officer of the Department of Labor at the hereunder addresses:

The Center Director
U.S. Citizenship and Immigration Services
Attn: I-140
P.O. Box 660128
Dallas, TX 75266

The Regional Certifying Officer
U.S. Department of Labor
Harris Tower
233 Peachtree Street, Suite 410
Atlanta, GA 30303

Job Description:

monitor and order office supplies and equipment; arrange office maintenance; supervise clerical staff; prepare and monitor safety programs; ensure licenses are up to date; schedule appointments and maintain staff schedules; prepare and send invoices and statements to patients; ensure insurance claims submission; maintain secure storage systems that complies with privacy laws for confidential information

Rate of pay: **\$141,000.00 per year**

SABINIANO F. MANGGURAY, JR.
President

DATE: **02/16/2019**