

**City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice**

Civil Service Title: Public Records Aide (Part-Time)	Level: 00
Title Code No: 60215	Salary: \$16.93 - \$25.92 Frequency: Hourly
Business Title: Records Analyst (Part-Time)	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Personnel Division	Number of Positions: 1
Job ID: 236631	Hours/Shift: Day

Job Description

The New York City Department of Corrections (DOC) is one of the largest municipal jail systems in the United States. It provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one-year or less of jail time. The DOC operates 15 inmate facilities, ten of which are located on Riker's Island. In addition, the department operates two hospital prison wards (Bellevue and Elmhurst hospitals) and court holding facilities in Criminal, Supreme, and Family Court in each borough.

Under supervision the Records Analyst will assist the records department in performing a variety of administrative support tasks. A key responsibility of this position is supporting a records management program and procedure for all the agency departments and correctional facilities. This position also assists with: processing of a variety of legal documents; and the maintenance of agency records. In addition to the responsibilities listed above, the Records Analyst's task will include but are not limited to the following:

- Assists in the process of a forthcoming enterprise content management system for the agency records.
- Provides customer service support to the agency business units related to file and document inventories; assists departments with the creation and implementation of schedules for records retention; references and releases files in response to departmental requests and in accordance with established procedures.
- Assists in the roll-out of establishing procedures for implementing records management programs, such as document imaging and physical records storage; assists in the maintenance and methods related to records management, Relines and adjusts brakes and clutches.
- Under supervision, performs the clerical and technical tasks associated with organizing, coordinating and monitoring the filing of records to meet legal requirements.
- Performs other duties as assigned.

Minimum Qualification Requirements

1. 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 full-time experience in the receiving, retrieving, distributing or disposing of records, archival or library materials; or
2. An associate degree or 60 semester credits from an accredited college; or
3. A satisfactory combination of education and/or experience equivalent to "1" or "2" above. However, all candidates must have a four-year high school diploma or its educational equivalent

Preferred Skills

A minimum of two years of progressively responsible experience in a professional office environment with some records management experience;
Ability to lift, drag and push files, paper and documents weighing up to 25 pounds; to maintain filing systems; learn and apply computer technology related to records management; effectively organize tasks and work within deadlines.

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: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 236631

For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for Job ID# 236631

Submission of a resume is not a guarantee that you will receive an interview.

Only candidates under consideration will be contacted.

Posting Date: 3/24/16	Post Until: 4/7/16
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