

**City of New York
DEPT OF RECORDS & INFO SERVICE
Job Posting Notice**

Civil Service Title: PUBLIC RECORDS AIDE	Level: 00
Title Code No: 60215	Salary: \$33,227.00/\$33,227.00-\$33,227.00 Frequency: ANNUAL
Title Classification: Competitive	
Business Title: Archives Assistant	Work Location: 31 Chambers St., N.Y.
Division/Work Unit: Municipal Archives	Number of Positions: 6
Job ID: 383617	Hours/Shift: Full-Time / Due to the necessary duties of this position, candidate may be required to be on call and/or work various shifts such as weekends and/or evening shifts.
Job Description	
<p>The Department of Records and Information Services/Municipal Archives seeks responsible individuals to join its team helping to preserve the City's historical records.</p> <p>Under general supervision, the archives assistants will execute project plans associated with a collections move. The work includes performing basic preservation tasks including re-boxing historical collections, cleaning/vacuuuming, labeling, and prepping boxes for relocation.</p> <p>Qualified candidates will be detail-oriented, organized, and accustomed to working both independently and in a team in an environment that handles focused and repetitive tasks.</p> <p>This position will include moving and lifting heavy over-size cartons and books at the Archives off-site facilities.</p>	
Minimum Qualification Requirements	
<ol style="list-style-type: none"> 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	
<ol style="list-style-type: none"> 1. Ability to effectively communicate, verbally and written 2. Detail-oriented and highly accurate 3. Experience with Microsoft Office programs (Word, Excel, and Access specifically) 	
Additional Information	
This is a one year temporary funded position.	
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	
<p>Search for the Job ID # 383617 External Candidates please go to www.nyc.gov/careers Current NYC employees please go to www.nyc.gov/ess</p> <p>NO EMAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.</p> <p>NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERTAON WILL BE CONATCTED. APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL</p>	
Posting Date: 02/12/2019	Post Until: 02/23/2019

The City of New York is an Equal Opportunity Employer