

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

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| <b>Civil Service Title:</b> PUBLIC RECORDS AIDE     | <b>Level:</b> 00   |
| <b>Title Code No:</b> 60215                         | <b>Salary:</b> \$18.19/\$18.19-\$18.19<br><b>Frequency:</b> HOURLY   |
| <b>Title Classification:</b> Competitive            |  |
| <b>Business Title:</b> Public Records Aide          | <b>Work Location:</b> 66-26 Metropolitan Ave., Queen   |
| <b>Division/Work Unit:</b> Municipal Records Center | <b>Number of Positions:</b> 3  |
| <b>Job ID:</b> 383614                               | <b>Hours/Shift:</b> Part-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**

The Department of Records is seeking to hire three part time temporary Public Records Aides to work at the Queens Municipal Records Center. The candidates for this position will be expected, under direct supervision, to receive, store, distribute and care for records, supplies and equipment. The Public Records Aides will load and unload at the Municipal Records Center facilities and at the point of pick-up, delivery or distribution. The Public Records Aides may also be expected to work at other DORIS locations as necessary to support Facilities and assist with moving boxes, materials, equipment, etc.

The Public Records Aides will operate necessary equipment required to load and unload records, materials and supplies. The individual will also be required to verify inventories and determine discrepancies in quantities and record any damages. Remove record boxes from shelves to fill agencies requisitions, lifting and carrying boxes when necessary. The Public Records Aides must be able to lift boxes weighing up 25lbs to 60lbs.

**Additional Information**

The Public Records Aide, duties will include but are not limited to, the following tasks:

- Operate electrical transports and lift trucks
- Organize and maintain the storage facilities and materials
- Upkeep of inventory
- Maintain reports and assist with the preparation of inventories
- Pack, unpack, count, weigh and measure materials, supplies and equipment
- Load and unload boxes at the Municipal Records Center, and at the point of pick-up, delivery and/or distribution
- Conduct pick-ups, deliveries and/or distribution as needed
- Compare materials received against invoices to records signs of damage and discrepancies in quantity.
- Process requisitions upon request
- Pick supplies from shelves to fill requisitions, lifting and carrying supplies when necessary
- Keep storage facilities and materials clean and orderly

**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**

Experience with operating electrical transports and lift trucks Organized and detail oriented Excellent verbal and written communication skills Computer experience preferred

**Additional Information**

This is a temporary funded position - Approximately 18 months

**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**

**Search for the Job ID # 383614**

**External Candidates please go to [www.nyc.gov/careers](http://www.nyc.gov/careers)**

**Current NYC employees please go to [www.nyc.gov/ess](http://www.nyc.gov/ess)**

**NO EMAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.**

**NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERTAON WILL BE CONATCTED.**

**APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL**

**Posting Date:** 02/12/2019

**Post Until:** 02/23/2019

**The City of New York is an Equal Opportunity Employer**