

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

<b>Civil Service Title:</b> PUBLIC RECORDS AIDE	<b>Level:</b> 00
<b>Title Code No:</b> 60215	<b>Salary:</b> \$18.73/\$21.54-\$28.68 <b>Frequency:</b> HOURLY
<b>Title Classification:</b> Competitive	
<b>Business Title:</b> Public Records Aide	<b>Work Location:</b> 31 Chambers St., N.Y.
<b>Division/Work Unit:</b> Municipal Records Center	<b>Number of Positions:</b> 2
<b>Job ID:</b> 460275	<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.
<b>Job Description</b>	
<p>The Department of Records is seeking to hire two part time Public Records Aides.</p> <p>The candidates for these positions will be expected, under supervision, to perform duties that include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>- Receive, store, distribute and care for records, supplies and equipment.</li> <li>- Load and unload at the DORIS facilities and at the point of pick-up, delivery or distribution.</li> <li>- Work at other DORIS locations as necessary to support Facilities and assist with moving boxes, materials, equipment, etc.</li> <li>- Operate necessary equipment required to load and unload records, materials and supplies.</li> <li>- Servicing patron requests for copies of historical vital records.</li> <li>- Making digital copies of records.</li> <li>- Verify inventories and determine discrepancies in quantities and record any damages.</li> <li>- Remove record boxes from shelves to fill agencies requisitions, lifting and carrying boxes when necessary.</li> <li>- Search indexes, both hard-copy and electronic, for certificate numbers; print certificate copies using microfilm and/or computer equipment.</li> <li>- Perform related tasks such as retrieving and filing microfilm rolls, retrieving materials from boxes and shelves, printing mailing labels, entering data into spreadsheets or databases.</li> <li>- Answer telephone inquiries, and assist patrons researching in vital record and other Archives and Library collections.</li> </ul> <p>The position requires attention to detail and familiarity with numerical and alphabetical sequence.</p> <p>The Public Records Aides must be able to lift boxes weighing up 25lbs to 60lbs. Keep storage facilities and materials clean and orderly.</p>	
<b>Minimum Qualification Requirements</b>	
<ol style="list-style-type: none"> <li>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</li> <li>2. An associate degree or 60 semester credits from an accredited college; or</li> <li>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.</li> </ol>	
<b>Preferred Skills</b>	
<p>Experience with operating electrical transports and lift trucks Good written and verbal communication skills Strong organizational skills Proficiency in Microsoft Word, Excel, Access and PowerPoint. Excellent attention to detail Customer service experience</p>	
<b>Residency Requirement</b>	
<p>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.</p>	

**To Apply**

**Search for the Job ID# 460275**

**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 E-MAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.**

**NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.**

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

**Posting Date: 04/20/2021**

**Post Until: 05/03/2021**

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