Civil Service Title: PUBLIC RECORDS AIDE  
Level: 00  
Title Code No: 60215  
Salary: $31,858.00/$36,637.00-$48,780.00  
Frequency: ANNUAL  
Title Classification: Competitive  
Business Title: Public Records Aide  
Work Location: 66-26 Metropolitan Ave., Queens  
Division/Work Unit: Municipal Records Center  
Number of Positions: 1  
Job ID: 347364  
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
The Department of Records is seeking to hire two part time temporary Public Records Aide 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 Aide will load and unload at the Municipal Records Center facilities and at the point of pick-up, delivery or distribution. The Public Records Aide 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 Aide 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 Aide must be able to lift boxes weighing up to 25lbs to 60lbs.

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

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 # 347364  
External Candidates please go to www.nyc.gov/careers  
Current NYC employees please go to 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: 05/24/2018  
Post Until: 06/08/2018

The City of New York is an Equal Opportunity Employer