TEMPORARY POSITION:
PROJECT INVENTORY CLERK
FINANCIAL MANAGEMENT AND ADMINISTRATION

Agency Description:
The New York City Department of Small Business Services (SBS) helps unlock economic potential and create
economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and
building a fairer economy in neighborhoods across the five boroughs.

Job Description:
SBS’s Human Resources division is offering two temporary positions for individuals with educational and work
experience backgrounds in the field of Records and Information Management. The Project Inventory Clerks will work
with a Records Preservationist to locate, sort, label, re-house and catalog the agency’s collection of inactive personnel
files. The project’s scope will include personnel files for legacy agencies that have been merged into Small Business
Services and will cover records dating back to the late 1960s. The work will take place at the agency’s storage facility
at the Brooklyn Army Terminal in Sunset Park, Brooklyn and at the agency’s office in Lower Manhattan.

This project is being conducted with a Local Government Records Management Improvement Fund (LGRMIF) grant
from the New York State Archives and will last for approximately 20 weeks. Work hours are Monday through Friday,
9:00 AM to 5:00 PM.

Preferred Skills:
• Prior experience with inventory projects and a library/archive background or education.
• Prior similar or related experience handling sensitive and delicate items in a careful and secure manner
• Able to follow instructions and work within a team but also capable of working independently and
  autonomously
• Must have demonstrated organizational skills, with the ability to follow instructions, maintain work and
  productivity schedules and benchmarks with a strong attention to detail
• Familiarity with performing data entry, preferably using Microsoft Access
• Ideal candidate will have had 1 year of similar or related experience
• Must be physically able to lift at least 40 pounds, to bend, stoop, and to lift items for removal from or
  placement to shelves of varying heights.
• Valid New York State Driver’s License preferred

Qualifications:
1. High school graduation or equivalent and three years of experience in community work or community
   centered activities in an area related to duties described above;

How to Apply:
To apply for this position, please email your resume and cover letter including the following subject line: Project
Inventory Clerk to: careers@sbs.nyc.gov

ALSO:
City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job ID: 369741

All Other Applicants: Go to www.nyc.gov/careers search by agency Small Business Services and search for Job ID:
369741

SALARY: $20.85 / Hours plus limited Fringe Benefits (8.68%).

NOTE: TEMPORARY POSITION (24 Weeks from date of hire)
The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids
and services are available upon request to individuals with disabilities.
NYC Residency is required within 90 days of appointment

If you do not have access to email, mail your cover letter & resume to: NYC Department of Small Business Services Human Resources Unit 110 William Street New York, New York 10038

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