



## NEW YORK CITY FIRE DEPARTMENT JOB VACANCY NOTICE

<b>CIVIL SERVICE TITLE</b> Public Records Officer	<b>JOB ID #</b> 164903
<b>OFFICE TITLE</b> Human Resources Records Coordinator	<b>SALARY</b> \$37,176-Minimum salary for full-time employees with less than 2 years of City service \$42,752-Minimum salary for full-time employees who have 2 years of City service
<b>BUREAU/DIVISION/UNIT</b> Human Resources / Records Retention	<b>LOCATION</b> 9 MetroTech Center, Brooklyn, New York

### **JOB DESCRIPTION:**

Under direction of the Director and Deputy Director of the Candidate Investigation Division (CID)/Bureau of Human Resources, manages candidate files and archived records; develops an overall file plan for candidate files in archived status. Retrieves records and catalogs for delivery to the Law Department and FDNY Legal bureaus. Receives, tracks, and reviews requests; prepares response, abstracting salient points and reference. Provides training to CID personnel in the execution of the Division's file plan; reports any file discrepancies to CID managers.

### **QUALIFICATION REQUIREMENTS:**

1. A master's degree from an accredited college in Library Science, Archival Science, American History, Political Science, or a related area; or
2. A baccalaureate degree from an accredited college and one year full-time professional experience in archival, records management or library work; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must have the baccalaureate degree from an accredited college.

### **PREFERRED SKILLS:**

Excellent organizational skills. Strong research and communication skills. Proficiency in Microsoft Word, Access, and Excel. Knowledge of Oracle. Familiarity with legal terminology.

**NOTE:** New York City residency is 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 Human Resources Representative at time of interview.

**TO APPLY:** NON-CITY EMPLOYEES/EXTERNAL CANDIDATES PLEASE GO TO [WWW.NYC.GOV/CAREERS](http://WWW.NYC.GOV/CAREERS).  
CITY EMPLOYEES MUST APPLY VIA [EMPLOYEE SELF SERVICE \(NYC.GOV/ESS\)](http://EMPLOYEE.SELF.SERVICE.NYC.GOV/ESS). REFER TO JOB ID # 164903

**No phone calls please.**

ONLY THOSE CANDIDATES CONSIDERED FOR AN INTERVIEW WILL BE CONTACTED.

**DATED:** October 6, 2014

**\*POST UNTIL \*:** October 20, 2014

The Fire Department is an Equal Opportunity Employer.