



## NEW YORK CITY FIRE DEPARTMENT JOB VACANCY NOTICE

<b>CIVIL SERVICE TITLE</b> Public Records Officer	<b>JOB ID#</b> 174447
<b>OFFICE TITLE</b> Human Resources Records Aide	<b>SALARY</b> \$38,877 - Minimum salary for full-time employees with less than 2 years of City service \$44,709 - 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:**

The Human Resources Records Aide will be responsible for overseeing 17,000 employee records. Track and monitor file room day-to-day activities. Update and log electronically into filing database, records retrieval, storage of materials in archives, and tracking the day-to-day movement of employee records. Ensure the confidentiality and accurate maintenance of records. Liaison with the Records Retention Coordinator to maintain medical records transfer from Human Resources and the Department of Records. Execute documents imaging and retrieval, circulation of approximately 750 per year, and assist the department head with special projects. In addition, the Human Resources Records Aide will be responsible for distribution of office supplies.

### **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. Proficiency in Microsoft Word, Access, and Excel. Knowledge of Oracle.

**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 APPLY:** NON-CITY EMPLOYEES/EXTERNAL CANDIDATES PLEASE GO TO [nyc.gov/jobs/search](http://nyc.gov/jobs/search) OR CITY EMPLOYEES MUST APPLY VIA **EMPLOYEE SELF SERVICE (NYC.GOV/ESS)**. REFER TO JOB ID # 174447

ONLY THOSE CANDIDATES CONSIDERED FOR AN INTERVIEW WILL BE CONTACTED.

**DATED:** November 14, 2014

**\*POST UNTIL\*:** November 28, 2014

The Fire Department is an Equal Opportunity Employer.