

Office of the
PUBLIC
ADMINISTRATOR
of Kings County



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Bruce L. Stein, Esq.
Commissioner

Nicole Austin Best, MA
Deputy Commissioner

Document Control Clerk

The Office of the Public Administrator of Kings County seeks to hire a Document Control Clerk, who will be accountable for creating, maintaining, updating, and archiving hard copy office file folders. File folders are initiated through telephone, in-person or mail contacts.

Primary Responsibilities:

Document Flow

The Document Control Clerk will assign a unique account number to each matter through CompuTrust, the office's electronic account database, and properly code the type of account matter. He/she will create the physical file folder and follow the flow of documents to control their route and proper handling.

Filing Systems

The Document Control Clerk will manage the filing system and is responsible for checking documents out to related parties and re-checking them back into the file room upon their return.

Document Archiving

The Document Control Clerk will archive certain file folders and place them in safe storage. This duty includes scanning all required documents into a computer system for safe storage on a disk or hard drive. The hard copy files are then boxed and filed in the warehouse for safe long-term storage. (Developing a system for fast retrieval of the hard copy file is an essential requirement.)

Additional duties will be assigned as necessary.

Past file clerk experience is desirable but not required. The salary for this position is between \$20,000 and \$28,000 dollars annually, depending on experience. This is a full-time temporary position that offers vacation and holiday pay. This position does not include health benefits.

No phone calls please. To apply, please submit a cover letter and resume by April 15, 2011 to:

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Supreme Court Building
360 Adams Street, Rm. 144A
Brooklyn, NY 11201
(718) 522 - 4475 (fax)
niaustin@kingspa.nyc.gov (email)

The position will remain open until filled.