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: Reference Services Associate
Work Location: 31 Chambers St., N.Y.

Division/Work Unit: Municipal Archives
Number of Positions: 1

Job ID: 302933
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 & Information Services-Municipal Archives seeks a detail-oriented individual to join its team servicing patron requests for copies of historical vital records. Under supervision, the clerk will search indexes, both hard-copy and electronic, for certificate numbers; print certificate copies using microfilm and/or computer equipment, and perform related tasks such as retrieving and filing microfilm rolls, retrieving materials from boxes and shelves, printing mailing labels, entering data into spreadsheets or databases. The clerk may also answer telephone inquiries, and assist patrons researching in vital record and other Archives and Library collections. The position requires attention to detail and familiarity with numerical and alphabetical sequence. This position may require more than ordinary physical effort.

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
- Good written and verbal communication skills
- Strong organizational skills
- Proficiency in Microsoft Word, Excel, Access and PowerPoint.
- Excellent attention to detail
- Customer service experience

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 # 302933
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: 08/31/2017
Post Until: 09/13/2017

The City of New York is an Equal Opportunity Employer