

City of New York
DEPT OF RECORDS & INFO SERVICE
Job Posting Notice

Civil Service Title: PUBLIC RECORDS OFFICER	Level: 00
Title Code No: 60216	Salary: \$26.37/\$30.33-\$30.33 Frequency: HOURLY
Title Classification: Competitive	
Business Title: Digitization Technician	Work Location: 66-26 Metropolitan Ave., Middle Village - Queens
Division/Work Unit: Municipal Records Center	Number of Positions: 1
Job ID: 594200	Hours/Shift: Day - Part-time - Up to 34 hours Due to the necessary support duties of this position, candidate may be required to be on call and/or work various shifts such as weekends and/or evening shifts.
<p style="text-align: center;">Job Description</p> <p>The Department of Records and Information Services is seeking to hire a Temporary Part-time Public Records Officer to serve as Digitization Technician. The position will be in a warehouse environment, in Middle Village Queens. The candidate for this position will be expected, under supervision, to perform duties that include but are not limited to the following:</p> <ul style="list-style-type: none"> • Scanning paper documents to digital form, following all relevant digitization procedures and instructions. Applying metadata to digitized items, following naming conventions. • Performing modification to scanned images, such as cropping and rotating. • Preparing physical records for digitization including removing staples and paperclips, standardizing document orientation and size, ensuring that paper documents are free of dust and dirt, and any other paper handling that must be done to ensure digital images that are an accurate representation of the original paper records. • Performing quality assurance procedures. • Coordinating in a professional and productive manner with the digitization team and with external stakeholders. • Maintaining document security and confidentiality. <p>The candidate must demonstrate exceptional attention to detail and time management skills, as well as skillful professional communication. Fast and accurate typing is vital for the position. Successful candidates must be well organized, self-motivated, and capable of handling documents with care. Experience working with scanning equipment in a warehouse environment is preferred.</p> <p>The position will involve standing and requires the ability to lift boxes weighing from 25 to 60 lbs.</p>	

Minimum 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

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

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# 592400

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.

Public Svc Loan Forgiveness

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at StudentAid.gov/PSLF

Posting Date: 07/26/2023

Post Until: Filled

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.