

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

Civil Service Title: PUBLIC RECORDS AIDE	Level:
Title Code No: 60215	Salary \$18.73 - \$21.54 Frequency: HOURLY
Title Classification: Competitive	
Business Title: Digitization Technicians	Work Location: The candidates will be assigned as needed to one of our three locations: 31 Chambers street Offsite warehouse facilities - Middle Village and Sunset Park
Division/Work Unit: Municipal Records Center/Municipal Archives	Number of Positions: 2
Job ID: 568642	Hours/Shift: Day – Part-time - Due to the necessary technical management 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>As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.</p> <p style="text-align: center;">Job Description</p> <p>The Department of Records is seeking to hire two part time temporary Public Records Aides.</p> <p>The candidates for these positions will be expected, under supervision, to perform duties that include but are not limited to the following:</p> <p>Scanning and digitization – preparing records for digitization: separating a variety of records, preparing paper documents for digitization, removing staples, binding, and removing paperclips.</p> <p>The candidate must have an attention to detail to ensure that documents are correctly typed and scanned and are properly filed and maintained with reference to the city’s retention policies.</p> <p>File uploading – performing quality control to ensure documents are scanned correctly with clear images and entered into our internal database.</p> <p>Time management – work with individuals from many departments on a variety of tasks and ensuring efficient scanning and uploading.</p> <p>Typing and Work processing – fast and accurate typing is vital.</p> <p>Document security and confidentiality – to follow best practices for document and file security for both paper and digital documents.</p> <p>Communication Skills – to communicate across all departments, providing information and preparing documents to be digitized.</p> <p>Successful candidates must be well organized, self-motivated, and capable of handling collections with care. The position may require standing. Experience working with scanning equipment in a warehouse environment is preferred.</p> <p>The position requires attention to detail and familiarity with numerical and alphabetical sequence. The Public Records Aides must be able to lift boxes weighing up 25lbs to 60lbs. Keep storage facilities and materials clean and orderly.</p>	
Minimum Qualification Requirements	
<p>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</p>	

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

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.

Additional Information

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at nyc.gov/student-loans.

To Apply

Search for the Job ID#568642

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: 1/11/2023

Post Until: 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.