

**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: Public Records Officers	Work Location: 66-26 Metropolitan Ave., Middle Villages - Queens
Division/Work Unit: Municipal Records Center	Number of Positions: 2
Job ID: 594208	Hours/Shift: Day -Part-Time up to 34 hours per week, between 8AM and 4PM. Due to the 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 is seeking to hire two Part-time Temporary Public Records Officers to work at the Municipal Records Center, located in Middle Village, Queens. The candidates for this position will be expected, under direct supervision, to receive, store, distribute and care for records, supplies, and equipment.

The Public Records Officers will perform duties including but not limited to:

- Conduct pick-ups, deliveries and/or distribution as needed, including loading, and unloading boxes at the Municipal Records Center or at the point of pick-up, delivery, or distribution.
- Operate necessary equipment required to load and unload records, materials, and supplies, including slim-lines or forklifts.
- As necessary, support Facilities and assist with moving boxes, materials, equipment, etc.
- Remove record boxes from shelves to fill agency requisitions, or disposal work orders, lifting and carrying boxes when necessary.
- Pack, unpack, count, weigh and measure materials, supplies, and equipment.
- Maintain reports and assist with the preparation of inventories.
- Compare materials received against invoices to records signs of damage and discrepancies in quantity. Handle boxes in an orderly fashion
- Under supervision, organize boxes by series or bar-code numbers.
- Perform box inventory checks as required by supervisor.
- Coordinate in a professional and productive manner with supervisor and warehouse team.
- Maintain document security and confidentiality.
- Keep storage facilities and materials clean and orderly.

- Data entry or data verification as needed. Successful candidates must be detail oriented, organized, self-motivated, and capable of handling documents with care.
- Experience working in a warehouse environment is preferred.

The position will involve standing, climbing ladders, and requires the ability to lift boxes weighing from 25 to 60 lbs.

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

- Organized and detail oriented.
- Excellent verbal and written communication skills
- Computer experience preferred.

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# 594208

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

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