

CITY OF NEW YORK
DEPARTMENT OF RECORDS AND INFORMATION SERVICES
CITYWIDE JOB VACANCY NOTICE
JVN # 860-10-001

TEMPORARY GRANT FUNDED POSITION

CIVIL SERVICE TITLE: <i>Public Records Aide</i>	TITLE CODE NO. 60215
OFFICE TITLE <i>Archival Technician</i>	SALARY \$15.79 per hour - hiring rate \$18.16-\$24.18 – incumbent rate (after 2 years of continuous city service)
BUREAU/DIVISION/UNIT <i>Municipal Archives Division</i>	WORK LOCATION <i>Manhattan and Brooklyn</i>
<u>JOB DESCRIPTION:</u>	
<p>The Municipal Archives Division is seeking a qualified individual to join the team responsible for preserving and making available the historical records of New York City. <i>This job is a temporary (approximately 4 months), grant-funded position. Candidates for this position must demonstrate prior experience processing archival material.</i> The archival technician will process the records of NYC 2012; the organization that coordinated the city’s bid for the 2012 Olympic games. Processing activities include arranging and describing documents, photographs, printed publications, and other material, placing items in the appropriate archival-quality storage containers, and entering data about the records into a Microsoft Access© or other database. Other tasks include shelving cartons and other materials, transporting records to and from storage locations using the appropriate moving equipment and vehicles. The position may require lifting and moving oversize items.</p>	
<u>QUALIFICATIONS /REQUIREMENTS:</u>	
<ul style="list-style-type: none"> -1. A high school diploma, or its education equivalent and one year of full-time experience in the reference, accession or disposal 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. <p><i><u>However all candidates must have a high-school diploma or its educational equivalent, and all candidates must have demonstrated prior experience in processing archival material.</u></i></p>	
APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL. EMPLOYMENT REQUIRES NEW YORK CITY RESIDENCY.	
FOR CONSIDERATION, MAIL A RESUME WITH COVER LETTER TO: NYC Department of Records and Information Services Administration Office – Recruitment 31 Chambers Street, Room 304 New York, N.Y. 10007 Visit our website to find out more about us: www.nyc.gov/records	
THE NEW YORK CITY DEPARTMENT OF RECORDS IS AN EQUAL OPPORTUNITY EMPLOYER	
POST FROM: October 21, 2009 – November 6, 2009	