

**The City of New York
Office of the City Clerk
Job Vacancy Notice**

TEMPORARY GRANT FUNDED POSITION

Civil Service Title: PUBLIC RECORDS AIDE	Level: 00
Title Code No: 60215	Salary: \$18.16-\$24.18 Frequency: HOURLY
Office Title: Inventory Clerk	Work location: 141 Worth Street, New York, NY 210 Joralemon Street, Room 205, Brooklyn, NY 120-55 Queens Boulevard, Kew Gardens NY
Division/Work Unit: Marriage License Bureau	Number of Positions: 3
Hours/Shift: Part-Time	Agency Tracking #:

Job Description

Under supervision, the inventory clerk will be responsible for re-boxing and re-labeling record by record series; assigning a number to each new box; indicating the dates of the records in each box; indicating the applicable retention period and rule and discard date; indicating the date of transfer of such box to the Municipal Archives if applicable; shredding of any records that have passed the end of their retention period and not requiring a destroy order; separating out records that have passed the end of their retention period and require the processing of destroy order requests; re-sorting of boxes by series and re-organizing of records to ensure that the maximum number of boxes as possible can be stored on the shelving in the office; and completing a master list of inventoried records. **This temporary (four months) part-time position is funded by a grant from the New York State Archives.**

Qualification Requirements

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

An associate's degree or 60 semester credits from an accredited college; or

A satisfactory combination of education and/or experience equivalent to "1" or "2" above. However, all candidates must have the a four-year high school diploma or its educational equivalent

This position may require more than ordinary physical effort.

PLEASE NOTE: NYC Residency is 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, Putman, Westchester, Rockland, or Orange County.

Essential Skills

Must have excellent attention to detail.

To Apply:

FOR CONSIDERATION, MAIL A RESUME WITH SALARY HISTORY AND A COVER LETTER TO:

Office of the City Clerk
Administration Office
141 Worth Street, Ground Floor
New York, N.Y. 10013

NO PHONE CALLS, EMAILS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Post Date: 01/12/2012	Post Until: 01/26/2012	JVN: 103-2012-001
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The Office of the City Clerk in an Equal Opportunity Employer.