

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

Temporary Full-time Positions - Approximately 15 months

Civil Service Title: PUBLIC RECORDS AIDE	Level: 00
Title Code No: 60215	Salary: \$31,858.00/\$36,637.00-\$40,000.00 Frequency: ANNUAL
Title Classification: Competitive	
Business Title: Conservation Technician - Roll Plan Re-housing Project	Work Location: 31 Chambers St., N.Y.
Division/Work Unit: Municipal Archives	Number of Positions: 2
Job ID: 339742	Hours/Shift: Day - 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><b>Job Description</b></p> <p>The NYC Municipal Archives seeks conservation technicians to re-house, inventory, and digitize a collection of historical architectural building plans that date from the 1860s to the 1970s.</p> <p>Under supervision, the technicians will remove the rolled plans from storage, surface clean, flatten, enter descriptive information into a spreadsheet, arrange according to permit identification numbers, re-house and label. The technicians will also assist with digitizing selected plans, and identifying items requiring conservation treatment. Preferred candidates will have experience processing archival materials. Qualified candidates must be detail-oriented and organized.</p> <p><b>These are temporary positions - approximately 15 months.</b></p> <p>N.B. This position will include climbing ladders, handling dusty and dirty materials, and moving and lifting heavy over-size plan bundles that weigh as much as 50 lbs.</p>	
<p><b>Minimum Qualification Requirements</b></p> <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 experience in the receiving, retrieving, distributing or disposing of records, archival or library materials; or</p> <p>2. An associate degree or 60 semester credits from an accredited college; or</p> <p>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.</p>	
<p><b>Residency Requirement</b></p> <p>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.</p>	
<p><b>To Apply</b></p> <p>Search for the Job ID # <b>339742</b></p> <p>External Candidates please go to <a href="http://www.nyc.gov/careers">www.nyc.gov/careers</a></p> <p>Current NYC employees please go to <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a></p> <p><b>NO E-MAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.</b></p> <p><b>NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.</b></p> <p><b>APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.</b></p>	
Posting Date: 03/27/2018	Post Until: 04/09/2018