

PUBLIC RECORDS AIDE

General Statement of Duties and Responsibilities

Under direct supervision, with little latitude for the exercise of independent judgment or action, performs work involving library operations, records retrieval, document storage or disposal of outdated materials in an archival, library or records management setting; performs document imaging; may utilize computers and document imaging and retrieval equipment in the performance of duties; performs related work.

Examples of Typical Tasks

Systematically stores and shelves books and/or records from City agencies so that they can be tracked and retrieved upon request.

Assists in acquisition, organization and circulation or reproduction of library and archival materials.

Receives, packs and unpacks records and archival materials from various City agencies.

Moves, transports, loads and unloads records, books and/or archival materials from trucks.

Assists in generating or updating records inventories.

Checks in library periodicals as they are received and makes claims for missing issues as needed.

C - XI
PUBLIC RECORDS OFFICER
OCCUPATIONAL GROUP [311]

CODE NO. 60215

PUBLIC RECORDS AIDE (continued)

Qualification Requirements

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
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.

This position may require more than ordinary physical effort.

Direct Lines of Promotion

From: None

To: Clerical Associate (10251)
[Assignment Levels III and IV]

Public Records Officer (60216)
(However, possession of
a baccalaureate degree from
an accredited college is required
for promotion to Public Records
Officer)