

CODE NO. 60215

**PUBLIC RECORDS OFFICER
OCCUPATIONAL GROUP**

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exercise of independent judgment or action, performs work involving records retrieval, document storage or disposal of outdated materials in an archival, library or records management setting; performs related work.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.

Qualification Requirements

1. A four year high school diploma or its educational equivalent and one year of full-time experience in an archival or library facility.
2. Education and/or experience equivalent to "1" above.

This position may require more than ordinary physical effort.

Direct Lines of Promotion

From: None

To: Office Associate (10112) .. -- -
 Public Records Officer (60216)
 (However, possession of a baccalaureate degree from an accredited college is required for promotion to Public Records Officer)