



**New York City Employees' Retirement System
Job Vacancy Notice CITYWIDE**

Civil Service Title: Office Machine Aide

Salary: \$16.13- \$18.55 (Hourly)

Title Code: 11702

Division: Security and Facilities Operations

Unit: Document Control (LIC)

Job Description:

NYCERS Document Control Unit is seeking a part-time Office Machine Aide.

Duties will include but not limited to performing office tasks such as:

- Prepare and sort documents for scanning.
- Scan documents and perform quality control.
- Index scanned documents (Validation and Verification).
- Produce production logs daily.
- Open and time stamp incoming regular mail, express mail, certified mail and sort into categories.
- Process incoming express and certified mail via Pitney Bowes mail tracking System.
- Archive scanned documents.

Preferred Skills and Experience:

- Proficient in Microsoft Word and Excel.

NYCERS is an Equal Opportunity Employer

TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING JOB ID NUMBER 009-20-0056 AND A COPY OF A CURRENT RESUME TO:

**CITY EMPLOYEES: Employee Self Service (ESS). www.nyc.gov/ess. Search for Job ID#: 435312
ALL OTHER APPLICANTS: www.nyc.gov/careers/search. Search for Job ID#: 435312**

Minimum Qualification Requirements:

1. A four-year high school diploma or its educational equivalent.

Note:

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.

Note:

This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate on your resume or cover letter if you would like to be considered for the position under the 55-a Program.

DATED: 02/25/2020

POST UNTIL: 03/09/2020

**NYCERS POSTING NUMBER:
009-20-0056**