



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

Civil Service Title: Office Machine Aide Part-Time

Salary: \$18.54- \$20.89 (Hourly)

Title Code: 11702

Vacancies: 3

Division: Security and Facilities

Unit: Document Control

Job Description:

The New York City Employees' Retirement System (NYCERS) several part-time Office Machine Aide, Level 1 within the Document Control unit. The selected candidates will be responsible for:

- Prepare and sort documents for scanning.
- Scan documents by Operating a Fujitsu high volume scanner.
- Perform quality control on image documents to ensure images are clear and legible.
- Perform Validation and Verification on scanned documents to ensure that captured data are accurate and notary are valid.
- Create production logs daily.
- Open, 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 (Sendsuite).
- Archive imaged documents.

Preferred Skills and Experience:

- Proficient in Microsoft Word & Excel.
- Must be able to work in a diverse and fast-paced environment and have the ability to complete tasks at the indicated deadline and in an efficient manner.

MINIMUM REQUIREMENTS ARE ATTACHED
New York City residency is required.
NYCERS is an Equal Opportunity Employer

**Internal candidates must have been rated satisfactory or better on their last annual evaluation.
Candidates must be permanent in the title of Office Machine Aide to apply.**

TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING POSTING NUMBER
009-25-0005 AND A COPY OF A CURRENT RESUME TO:
<https://cityjobs.nyc.gov/> Search for Job ID#: 656623

DATED: 9/3/2024

POST UNTIL: 9/19/2024

NYCERS POSTING NUMBER:
009-25-0005



Minimum Qualification Requirements:

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

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.

Note:

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.