



**NEW YORK CITY FIRE DEPARTMENT
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE Staff Analyst Trainee	Title Code # 12749
OFFICE TITLE Records Coordinator	SALARY \$19.45 p/h - Minimum salary for full-time employees with less than 2 years of City service \$22.37 p/h - Minimum salary for full-time employees who have 2 years of City service
BUREAU/DIVISION/UNIT Human Resources/Records Retention Unit	LOCATION 9 MetroTech Center, Brooklyn, New York

JOB DESCRIPTION

The Records Coordinator will be responsible for tracking and coordinating Personnel and Medical Records requests. Process World Trade Center NYCERS claims. Oversee orientation and timekeeping for the Work Experience Program (WEP) and its participants. Process and monitor genealogy requests. Coordinate and arrange Archive Files retrieval and transportation. Respond and prepare correspondence for all inquiries and make the appropriate referrals. Ensure unit coverage. Responsible for data entry and assisting in the daily operation of the records room. Assist Office Manager with special projects as assigned.

QUALIFICATION REQUIREMENTS:

A baccalaureate degree from an accredited college.

PREFERRED SKILLS:

Ability to multi-task and pay attention to detail. Be able to work independently and complete tasks with minimum supervision.

ONLY PERMANENT STAFF ANALYST TRAINEES AND APPLICANTS WHO PASSED EXAM #4060 FOR STAFF ANALYST TRAINEE WILL BE CONSIDERED.

NOTE: New York City residency is 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 APPLY:

NON-CITY EMPLOYEES/EXTERNAL CANDIDATES PLEASE GO TO WWW.NYC.GOV/JOBS.

CITY EMPLOYEES MUST APPLY VIA [EMPLOYEE SELF SERVICE \(NYC.GOV/ESS\)](http://EMPLOYEE.SELF.SERVICE.NYC.GOV/ESS). REFER TO JOB ID # 183700

DATED: February 18, 2015

***POST UNTIL*:** March 6, 2015

The Fire Department is an Equal Opportunity Employer.