



Archival Aide

Department: Office of the Albany County Clerk

Starting Salary: \$30,136

Benefits:

- Paid time-off
- Health, dental, vision and hearing
- NYS Retirement
- Employee assistance program
- Tuition reimbursement

Responsibilities:

These duties involve the practice of following well-established archives guidelines and procedures. Work is process oriented involving several steps from preparation to storage in safeguarding the recorded history of Albany County. The incumbent in this class performs routine and repetitious work often involving large quantities of records that are at times oversized and fragile. Work will involve arrangement of materials and sometimes stabilization (cleaning, flattening or rehousing) of records before imaging. This work is performed under the direct supervision of the Archivist. Does related work as required.

Minimum Qualifications:

One (1) year of clerical experience which involved the operation of a computer.

Apply online at the Current Job Opportunities tab of the Albany County Civil Service Portal. Resumes, transcripts and licenses/certifications can be uploaded to the application before completing submission.

Point of contact for inquiries:

Geraldine Gould
16 Eagle Street
Albany, NY 12207
geraldine.gould@albanycountyny.gov