



Our Future Starts
With *you!*

POSITION: Archival Aide

DEPARTMENT: Albany County Clerk's Office

SALARY: \$31,040

WORK LOCATION AND HOURS: 95 Tivoli Street, Albany, NY 12207, M-F 8:30A-4:30P

BENEFITS:

- ▶ Generous Paid Time-Off
- ▶ NYS Retirement System
- ▶ Work-Life Balance
- ▶ Health, Dental, Vision and Hearing
- ▶ Tuition Reimbursement
- ▶ Public Service Loan Forgiveness

DESCRIPTION:

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:

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

POINT OF CONTACT FOR INQUIRIES:

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