



55 Water Street, New York, NY 10041  
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## Teachers' Retirement System of the City of New York

### Job Vacancy Notice

**Civil Service Title:** Associate Public Records Office  
**Level:** 01  
**Functional Title:** Records Officer  
**Title Code:** 60217

**Salary Range:** \$54,517 - \$75,000 (Annual)  
**Location:** 55 Water St. NY, NY  
**Department:** Records & Procedures Management

#### Job Description:

The Teachers' Retirement System of the City of New York (TRS) is a public pension fund that provides New York City educators with retirement, disability, and death benefits. TRS is one of the largest pension plan sponsors in the United States, with more than \$100 billion in assets and over 200,000 members, retirees, and beneficiaries.

The Office of Operations is currently seeking a Records Officer who will be responsible for leading TRS' records management and information program. The selected candidate will develop records management policies, procedures, and standards; coordinate the implementation of TRS electronic records management program; manage vendor contracts; and monitor agency-wide compliance with statutory and regulatory requirements.

#### Responsibilities:

- Refer to the State Archives for assistance in identifying and accessing our organization's records ensuring that staff can easily access documents when needed, and legally dispose of them when they don't.
- Develop records management policies, procedures, and standards, in conjunction with Executive Management, Office of Ops Management, Legal, and subject matter experts.
- Coordinate with PPRM Management and staff in supporting clerical day to day work to support defined procedures. Coordinate implementation of TRS electronic records management program, including records management requirements for the Modernization Program
- Monitor agency-wide compliance with Federal, State and local statutory and regulatory requirements; TRS records retention and disposition; and RIM standards and best practices as defined by our Policies.
- Manage vendor contracts relating to records management, such as off-site storage of records, document conversion, migration (includes review and approval of invoices)
- Create and maintain a Master List of all records for the agency
- Create, define and maintain a current records Inventory
- Coordinate Records Disposition as well as the storage and management of inactive records
- Review and develop plans and programs to improve Records Management
- Participate in the development of micrographics or Electronic Information Systems
- Ensure preservation of and access to historical records

#### Preferred Skills:

##### Knowledge:

- Know the different types of retention schedules (e.g., document-based vs. functional vs. "big bucket")
- Have a good understanding of the Generally-Accepted Recordkeeping Principles
- Know how to use different metadata schemas
- Know about records management software in general (not a specific application)

##### Skills:

- Excellent communication, interpersonal, analytical, and organizational skills
- Ability to handle multiple tasks simultaneously
- Proficient in MS Office applications
- Maintain a high degree of professional discretion and confidentiality

## Preferred Skills (continued):

### Benefits of Working at TRS

- TRS offers competitive salaries
- Pension Plan (The New York Employees' Retirement System)
- 401(k) and Roth 457 Retirement Savings Programs
- U.S. Savings Bonds
- Flexible Spending Program
- Health Benefits, Dental, Vision Coverage, Prescription Drug Program
- Employee Assistance Programs (EAP)
- Training and Professional Development
- Opportunity for Scholarship; College Savings Program
- Flexible Work Hours, Paid Holidays and Sick/Annual Leave
- Student Loan Forgiveness

\*\* A master's degree from an accredited college is required \*\*

**Note:** We appreciate every applicant's interest; however, only those under consideration will be contacted. Certain residency requirements may apply.

The Teachers' Retirement System of NYC offers reasonable accommodation during the application process for qualified individuals with disabilities. If you need assistance during the application or interview process and in completing new hire paperwork to accommodate a disability, please email requests to: [HRInquiry@trs.nyc.ny.us](mailto:HRInquiry@trs.nyc.ny.us). TRS also offers reasonable accommodation during employment in accordance with federal, state and local laws.

### 55-a Program

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.

### Public Service Loan Forgiveness

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at [StudentAid.gov/PSLF](http://StudentAid.gov/PSLF).

### Minimum Qualification Requirements:

1. A master's degree from an accredited college in Library Science, Archival Science, American History, Political Science or a related area, plus two years of full-time experience in archival or library science, one year of which must have been in a supervisory capacity of incumbents performing at a professional level; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have a master's degree from an accredited college and the one year of supervisory experience as described in "1" above.

### Residency Requirements:

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.

### EEO/Reasonable Accommodation and Diversity Statements:

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.

**To Apply:** If interested, please apply using the following methods.

**City Employees:** Employee Self Service (ESS). [www.nyc.gov/ess](http://www.nyc.gov/ess).

**All Other Applicants:** [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search).

**Search for Job ID#:** 580864

**Dated:** 3/31/2023      **Posted Until:** 4/20/2023