



Metropolitan Transportation Authority Office of the Inspector General

Job Title: Records Intern

Salary Range: Min: \$17.00 Hour Max: \$18.00 Hour

Open & Closing Dates: 02/11/2020 to 03/27/2020

Agency: Office of the Inspector General/Metropolitan Transportation Authority

Location: New York City, New York

Hours: Full-Time - 9:00am to 5:30pm (7.5 hours/day)

Summary

This seasonal position provides technical support to the Records Management Officer for transferring, and monitoring the locations of, records/documents/files to ensure proper storage, retrieval and disposal of vital records in accordance with the OIG Records Retention & Disposition Program.

Responsibilities

- Administer Retention & Disposition Program which includes: processing inactive files and records for on-site storage or transfer to off-site storage, verifying Records Inventory Transmittal Forms, keying data into Records Registry database and to generate archiving and storage labels.
- Design and maintain automated control files, and tables for Records Management applications using software to increase productivity and decrease search time. Analyze computer controls and make recommendations for system design improvements to enhance service function for Records Management.
- Input records inventory into and maintain computer database, to ensure compliance with retention requirements.
- Provide assistance in the organization and maintenance of records and filing system, including boxing of records, purging of files, and on-site and off-site archiving to improve access to records and decrease search time.
- Help arrange destruction of documents past retention period.

Position Requirements:

- Must have relevant experience and/or coursework. Library Science or Information Systems degree student in good standing at an accredited institution. Knowledge of the fundamentals of records management, records life cycle and familiarity with retention schedules and their applications. Strong computer skills with knowledge of Microsoft Word and Excel. Excellent verbal and written communications skills are necessary as well as the ability to interact well with personnel at all levels.
- A background check will be required.

How to Apply

- Please send cover letter, resume, transcript (unofficial), and writing sample in Adobe PDF format to: internships@mtaig.org