

ARCHIVIST 1

Nature of Work

Under general supervision and at the full-performance level, uses archival procedures to ensure proper identification and preservation of public records which have permanent historical, administrative or legal value. Performs related work as required.

Distinguishing Characteristics

The Archivist 1 is distinguished from the Archivist 2 by an absence of supervisory or lead worker responsibility. Archivist 1 positions do not possess an expert or advisor function.

Examples of Work

Collects, processes, arranges and preserves historical state records, private papers, architectural drawings, maps and other paper items.

Processes and services requests from audio visual collections. Coordinates microfilming of historical documents, records and newspapers.

Conducts research and writes correspondence in answer to inquiries by patrons.

Serves state agencies, researchers, the state museum and other patrons in using the collections.

Completes forms for accession file of the collection.

Exhibits materials which are of special interest.

Knowledge, Skills, and Abilities

Knowledge of the theory, principles, and techniques of archival administration.

Knowledge of the principles and practices used in the collecting and administering of public records.

Knowledge of laws and regulations pertaining to public records.

Knowledge of archival research techniques and procedures.

Skill in presenting state archival and record-keeping procedures to agencies and library patrons.

Ability to apply knowledge of cataloging systems.

Ability to communicate knowledge of reference systems to the public.

Ability to compose correspondence.

Ability to operate archival and library technical equipment such as microfilm readers, microprinters, laminators, encapsulators, humidification and fumigation changers and deacidification equipment.

Ability to apply knowledge of preservation, restoration and storage techniques including lamination, mylar encapsulation, deacidification, dehumidification and fumigation.

ARCHIVIST 1 (CONTD)

Knowledge, Skills and Abilities (contd)

Ability to handle, store and classify books and non-book materials including archives, manuscripts, pamphlets, maps, documents, photographs, audio visual materials and newspapers.

Ability to write informational material such as agency history.

Ability to collect, compile and analyze data from archival records and present it in a logical format.

Minimum Qualifications

TRAINING Master's Degree with a major in history or library science.

SUBSTITUTION Bachelor's degree with a major in history or library science and one year of professional experience in archival work.

EXPERIENCE Two years of full-time or equivalent part-time paid professional experience in archives storage, cataloging, classification and preservation.

Established: 7/16/92

Effective: 9/1/92