

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV36514</b>
<b>Job Class Code:</b>	<b>060</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>18</b>
<b>Workers Comp Code:</b>	<b>9101</b>		

<b>Job Code Established:</b>	<b>01/16/91</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>01/01/94</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Historical and Archaeological Resource Management and Development Series

**JOB CODE TITLE:** MUSEUM REGISTRAR

**HRIS TITLE:** MUS REGISTRAR

**WORK DESCRIPTION:** Performs a complex combination of tasks involved with the acquisition, accession, deaccession, records, management, and disposition of collections. The primary concerns are creating and maintaining records of objects that provide legal protection, safety, insurance coverage, handling, transporting, control and storage of artifacts, manuscripts, photographs and archival materials.

**WORK ACTIVITIES:** records collections through a manual and computer system of forms, legal documents, files and retrieval systems associated with the collections accession, deaccession, cataloging, loans, packing, shipping, inventory, insurance and storage. Works in close cooperation with museum curators, conservators, exhibits and collections specialists, and other museum staff in assuring the preservation and security of collections in storage, and objects on loan or exhibit. Maintains accurate systems of records pertaining to objects, including those documents that provide legal protection for the museum, in addition to those related to the physical condition and location of the objects in the collections. Supervises and trains volunteer workers, interns or work-study aides in registration, cataloging, and storage tasks. Performs research on accessions, photographs objects, and assigns identification or registration number to each object. Controls public access to collections and assists researchers in using the collections. Evaluates potential donations and recommends acceptance or refusal. Serves on accessions committee. Maintains a museum registration archive research file. Responds to inquiries from scholars and the general public. Performs independent historical research for cataloging, storage and exhibit purposes. Performs related work as required.

**WORK CONDITIONS:** Works in an office, exhibits, or storage setting in direct contact with museum objects requiring practice of proper artifact handling and the basic principles of preventive conservation and preservation.

**SUPERVISION:** Works under the general supervision of a Museum Curator II, Museum Curator III, Director, or administrative superior.

**WORK RESULTS/PRODUCTS:** Creating and maintaining transportation; art works transported; art works exhibited; records maintained; exhibits or artists scheduled; library maintained; reports prepared; billing for services rendered, prepared and mailed; roster of exhibits and artists compiled; technical assistance and consultation provided; workshops, seminars and conferences presented.

**RESPONSIBILITY:** For the timeliness and quality of work products.

**AUTHORITY:** To determine the proper materials to be used in the exhibition of art works; to issue bills or invoices for payment; to remit funds to participating artists within program guidelines; to determine nature and scope of technical assistance to be provided.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** museum registration techniques; legal matters related to the collections, copyright laws and policies; risk management and insurance considerations for the collections, and related packing and shipping techniques and methods; computerized database management techniques; international customs regulations; Arizona and regional history, objects and documents; conservation and storage practices; historic and prehistoric research techniques; museum policies and procedures.

**Skill/Ability to:** registration, cataloging and archival techniques; applying and interpreting historic preservation procedures and associated laws and state statutes; examination of objects and in basic conservation techniques; interpersonal relationships; oral and written communication techniques; basic photographic recording of objects condition; establish and maintain effective working relationships.

**SPECIAL SELECTION FACTORS:** A Bachelor's degree in American history, museum studies or related field and one year of experience equivalent to a Curatorial Assistant or Archives Assistant.