

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV36661
Job Class Code:	050	Salary Schedule:	AREG
EEO Category:	05	Grade:	15
Workers Comp Code:	9101		

Job Code Established:	01/16/91	Effective Date:	01/16/91
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Archives Series

JOB CODE TITLE: ARCHIVES ASSISTANT

HRIS TITLE: ARCHIVES ASST

CHARACTERISTICS OF THE CLASS: Works under general supervision and performs technical and paraprofessional archival duties. Has the authority to operate on a daily basis a historic site or for performing tasks associated with the various archives specialties to which assigned. Performs beginning level archivist work in the acquisition, classification, preservation, organization, and accessibility to the public historical documents, private manuscripts, state records, photographs and other records of permanent value. Learns archival theory, principles, practices, and procedures. Work product consists of well organized, safe, clean, secure, and preserved historic site or archival records of permanent value. Responsible for providing accurate, timely reference and research information to patrons requesting it in person, by mail, or by phone; maintaining accession register for newly acquired permanent records and create inventories for record groups. Assists in special projects as needed.

EXAMPLES OF DUTIES: This is distinguished from the archivist by performing less complex, beginning professional work under closer supervision by assisting archivists in the processing of collections to include cleaning and repairing materials, verifying and transcribing identifications, arranging order of the material and boxing or shelving material when completed; processes and writes descriptions; receipts and accessions incoming records, papers, and photographs; and completes the inventory and maintains the accession or other files. Assists professional archivists or museum curators in registration, preservation, oral history, exhibits, education, archives and historic site programs and projects. Assists in setting priorities and conservation needs; assists state agencies, public, and staff regarding availability and location of records collections. Performs, coordinates, or monitors others in oral history projects; schedules, conducts, edits transcripts, catalogues and writes finding aids for oral history projects and the collections in general. Assists with special events such as conferences, seminars, tours and lectures, workshops, and other events related to historic site and archival records. Answers reference questions of patrons and retrieves and returns material from collection. Performs related work as required.

WORK CONDITIONS: Works in an office, laboratory, storage, archives or library setting, often in direct contact with documents and photographs requiring practice of proper handling and the basic principles of preventive conservation. Works in direct contact with the public.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Arizona history and history of people of the Southwest; the principles and practices of archives management; acquisition, preservation, and cataloging of archival materials; oral history principles and techniques.

Skill/Ability to: organizing and preserving archival materials; research and interpretation of historic and cultural resources; archives accessioning, preservation, and photographic techniques; interpersonal relationship and interview techniques; oral and written communication techniques; do historical research

and write short reports and articles; establish and maintain effective working relationships with employees, other agencies and the public.

Experience and Education: Typical ways to obtain the KSAs would be: A Bachelor's degree in history or one of the social sciences; OR two years of experience equivalent to a Curatorial Aide and which included handling archival material.

Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.