

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV36662
Job Class Code:	050	Salary Schedule:	ASRRARCHV
EEO Category:	02	Grade:	19
Workers Comp Code:	9101		

Job Code Established:	01/16/91	Effective Date:	
Job Code Revised:	01/01/97	Effective Date:	

JOB CODE SERIES: Archivist Series

JOB CODE TITLE: ARCHIVIST

HRIS TITLE: ARCHIVIST

CHARACTERISTICS OF THE CLASS: Works under the general supervision of a Librarian, Records Manager, Museum Curator, State Archivist, or administrative superior. Has the authority to access, identify, inventory, organize, and describe records and to preserve their archival integrity and accessibility for reference use. Performs professional and technical archival work in identifying, appraising, accessioning, and describing historical and permanent records of state and local government, and from the public, and to preserve, process, and make these records available and retrievable for public research and for use of officials at all levels of government. Work product consists of retrievable inventory of preserved and usable records for researchers, curators, officials and patrons; a fully processed archival collection. Responsible for serving as the primary authority concerning the records or collection to which assigned. For advising government officials and the public on care and use of permanent records.

EXAMPLES OF DUTIES: Performs professional archival and technical work in appraising, accessioning, arranging, describing, preserving, publishing, or providing reference service from public records and historic documents. Identifies, organizes, and inventories collections of documents, books, newsprint, photographs and images, film, recordings, and related archival and historical records. Schedules, monitors, or supervises curatorial assistants, intern, or volunteers engaged in processing and inventorying collections, accessioning collections, and answering patron requests. Trains staff and others in archival principles and techniques. Identifies conservation needs within collections and updates inventories. Assures that records are shelved or stored in such a manner as to preserve their archival integrity and accessibility for reference use. Develops or revises descriptive finding aids to facilitate reference servicing and internal control. Studies, inspects, and appraises records or collections to determine whether they are accessionable on the basis of their historical appropriateness, inactivity, and value. Arranges for the transfer of records and collections including the sorting, screening, identifying, classifying, listing, packing, tagging, and delivering to receiving official, organization or storage area. Conducts special studies or projects such as preparation of guides, grants and publications. Writes reports and procedures. Provides technical assistance to officials, patrons, organizations, other governmental agencies and private sector groups on archival principles and procedures. Performs related work as required.

WORK CONDITIONS: Works in an office or storage area in an archival, museum, or library setting.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Thorough understanding of the needs, methods, and techniques of scholarly research, and other repositories in the region and Arizona; considerable knowledge of archival principles, methods, practices, and of records management principles and procedures; considerable knowledge of the care and preservation of archival materials [documents, newsprint, photographs and other images, books, etc.]; considerable knowledge of the organization of state and local government, Arizona and regional history;

the scientific treatment of archival material to ensure preservation; microfilm, microfiche, and other graphic or photography processes and techniques.

Skill in: examining and appraising records and documents for archival/historical collection; researching historical topics and in information retrieval techniques; interpersonal relationships; oral and written communication techniques; training others in archival procedures.

Ability to: establish and maintain effective working relationships.

Experience and Education: Typical ways to obtain the KSAs would be: A Master's degree in history or one of the social sciences and three years of experience in records management, historical research or technical archivist work. Graduate studies in a closely related field may be substituted for the required experience on a year for year basis. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.