

ARCHIVES ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical work which involves responsibility for performing a variety of office support activities in the office of the County Archivist (e.g. assisting the public in retrieving archived documents, coding and data entry of archival records, filing archived documents). The work also involves the lifting of heavy items such as cartons of documents and microfilm, and differs from that of an Archives Clerk in the degree of independent judgment exercised and difficulty assignments. The work is performed under the direction of higher-level Archives personnel and in accordance with State guidelines. Does related work as required.

TYPICAL WORK ACTIVITIES:

Codes documents to be archived and enters associated data into a computer;
Inspects microfilmed records to assure that imaging is legible;
Assists the public in obtaining information from filed archived documents which are open for public review;
Assists in ensuring quality control by reviewing microfilm inspection results and identifying problems;
Develops classification descriptions for groups of archived records in accordance with State guidelines;
Determines available space and appropriate integration of newly archived records with existing records;
Keeps records on the location of documents, and changes location as appropriate;
Identifies problems related to the records management system and makes recommendations for resolving such problems;
Assists the County Archivist on special projects such as disaster recovery procedures, oral histories, newsletter and other educational and public relations activities to raise public awareness as to the availability of and the use of archived records.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the maintenance of alphabetical, numerical, subject and other filing systems; good knowledge of office terminology, procedures, filing equipment and supplies; working knowledge of information systems related to archived public records; working knowledge of business arithmetic and English; working knowledge of laws and regulations governing the archiving of public documents*; ability to use computer software as it relates to the processing and documentation of public records*; ability to lift moderately heavy cartons of documents and microfilm*.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of office clerical or business experience.

PROMOTION: One (1) year of permanent status as an Archives Clerk.

*To be demonstrated during the probationary period.