



## **ARCHIVIST II**

### **CHARACTERISTICS OF WORK:**

This work involves the management of archival information resources. Incumbents in this classification are responsible for evaluating archival information resources and recommending disposal and destruction of resources of no archival importance; analyzing and describing resources; preparing access tools such as indexes, guides, accession lists, and bibliographies; reformatting information resources; and making information resources available for public use. Duties are performed under administrative direction or Archivist of a higher level.

### **MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

#### **Education:**

A Master's Degree from an accredited four-year college or university in History, Library Science, or a related field;

**OR**

#### **Education:**

A Bachelor's Degree from an accredited four-year college or university in History, Library Science, or a related field;

**AND**

#### **Experience:**

One (1) year of experience related to the described duties.

### **PHYSICAL REQUIREMENTS:**

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Moderate Work:** May frequently exert force equivalent to lifting up to approximately 30 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Peripheral:** Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

**Depth Perception:** Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

**Ability to adjust focus:** Ability to adjust the eye to bring an object into sharp focus.

**Color Vision:** Ability to identify colors.

**Speaking/Hearing:** Possesses the ability to give and receive information through speaking and listening skills.

**Taste/Smell:** Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to sit, walk and stand. The incumbent is occasionally required to climb or balance and stoop, kneel, crouch or bend.

## **COMPETENCIES:**

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

### **PUBLIC SECTOR COMPETENCIES:**

**Integrity:** Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

**Work Ethic:** Is productive, diligent, conscientious, timely, and loyal.

**Service Orientation:** Demonstrates a commitment to quality public service through statements and actions.

**Accountability:** Accepts responsibility for actions and results.

**Self Management Skills:** Effectively manages emotions and impulses and maintains a positive attitude.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

**Self-Development:** Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

#### **TECHNICAL COMPETENCIES:**

**Archival Information Resources Preservation and Conservation:** Participates in the preservation, conservation, and protection of an archival collection.

Possesses knowledge of archival collections preservation principles and techniques (e.g., storage techniques, handling techniques, disaster prevention). Performs basic conservation such as encapsulating paper documents, photocopying, and other types of reformatting.

**Collections Documentation:** Accessions, arranges, describes, and catalogs archival collections.

Accessions, organizes, and describes archival information resources regardless of media, including, but not limited to, paper, magnetic, and photographic. Prepares indexes, guides, accession lists, and bibliographies. Possesses current knowledge of professional standards and techniques for archival collections and information management of archival collections.

**Technology:** Is proficient in operating computer software and specialized equipment in performing duties of the job.

Records and analyzes data with the help of database management systems. Operates specialized equipment related to specific job duties. Possesses knowledge of how to preserve, protect, reformat, and document electronic records and information systems.

**Customer Service:** Works with patrons to assess their needs, provide information or assistance, and satisfy their expectations.

Assists the public in using archival information resources. Answers inquiries from patrons.

**Archives Management:** Oversees the documentation, preservation, access, and use of archival and manuscript collections.

Possesses knowledge of archival management principles, theory, standards, and practices. Demonstrates a knowledge of records management principles and techniques.

**Collections Use:** Participates in accessing archival collections.

Creates finding aids and catalog records for archival information resources and maintains their timeliness and accuracy. Prepares access tools such as indexes, guides, accession lists, and bibliographies. Possesses knowledge of archival reference techniques and tools.

**Research:** Collects, analyzes, and presents various types of data.

Researches requests submitted by agency patrons. Researches, locates, analyzes, and provides information as requested.

**ESSENTIAL FUNCTIONS:**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Appraises and accessions archival information resources.
2. Organizes and describes archival information resources.
3. Prepares and/or revises archival finding aids and catalog records.
4. Provides access to archival information resources.
5. Performs basic conservation treatments.
6. Performs quality control for reformatting of archival information resources.

**EXAMPLES OF WORK:**

**Examples of work performed in this classification include, but are not limited to, the following:**

Assists with the acquisition of archival information resources.

Appraises, accessions, organizes, and describes archival information resources regardless of media, including, but not limited to, paper, film, magnetic, and photographic.

Shelves/re-files boxes, folders, and other containers of archival information resources.

Answers inquiries concerning archival techniques or the archival collections.

Creates finding aids to archival information resources and maintains their timeliness and accuracy.

Assists the public in using archival information resources.

Performs basic conservation such as encapsulating paper documents, photocopying, and other types of reformatting.

Performs related or similar duties as required or assigned.

**INTERVIEW REQUIREMENTS:**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.