

**MISSISSIPPI DEPARTMENT OF ARCHIVES & HISTORY
ARCHIVES & RECORDS SERVICES DIVISION**

ARCHIVIST I (Reference Services)

Starting annual salary: \$26,847.32 plus benefits

DEADLINE FOR RECEIVING APPLICATIONS: FRIDAY, MAY 5, 2011

To apply for this position, please go to the State Personnel Board website (www.spb.state.ms.us) and submit an e-application, or call 601-576-6865 to request an application.

Before submitting your application to the State Personnel Board, please make a copy and mail it to:

Mississippi Department of Archives & History

Attn: Human Resources Office

P. O. Box 571

Jackson, MS 39205-0571

The Archives and Records Services Division, Mississippi Department of Archives & History, seeks applicants for the full time position of Archivist I in the Reference Services Section.

Responsibilities: Researches and responds to routine written queries from the public using genealogical, historical, and archival resources. Assists telephone, email, and onsite patrons with reference requests. Creates indexes for better access to research materials. Shelves/re-files books and microform materials. Registers new patrons, participates in research projects, and periodically represents the section at public functions. The individual will adhere to Department rules and regulations and enforce same when working with the public. The hours are Monday-Friday, 8:00 a.m.-5 p.m.; Saturdays 8 a.m.-1 p.m. (6-8 per year).

Education and experience must meet one of the following criteria:

- Bachelor's degree from an accredited four-year college or university in a field related to the humanities, especially history or library/information services.
- Graduation from an accredited community college with an emphasis in the humanities, especially history or a demonstrated interest in southern history/genealogy and two years of work-related experience.

Preferred qualifications include: Knowledge of Mississippi history; library or archives work experience; demonstrated knowledge of MS Word; strong communication (oral and written) and interpersonal skills; ability to lift forty pounds.

The Mississippi Department of Archives and History (MDAH) collects, preserves, and provides access to the archival resources of Mississippi. Its non-circulating collection is the largest publicly accessible collection of print, manuscript, audio visual and digital materials relating to the state. Holdings include more than 72,000 published items, 70,000 cubic feet of state records and manuscript collections, 250,000 images, 200+ newspaper titles, and 42,682 GB of electronic records. In FY2010 more than 7,200 patrons conducted research onsite, 67,575 items were circulated, and 8,000 telephone, mail, and email inquiries were answered. MDAH is housed in the William F. Winter Archives and History Building, opened in 2003, in Jackson.

MDAH is an Equal Opportunity Employer.