

STAFF ASSISTANT (ARCHIVIST)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for assisting in the identification of archival records stored at the County Archives and Records Center and in County Offices; evaluating the potential historical and other long-term uses of the records (legal, fiscal or administrative); and the transfer of selected records to the Archives facility. Responsibility also involves the preservation, description, arrangement and storage of documents. Work involves considerable contact with the public and public officials in locating information and conducting research in archival records. Supervision may be exercised over a small number of subordinate personnel and volunteers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the development of appraisal criteria to ensure the proper identification of archival records;

Assists in the establishment of guidelines governing access and use of archival materials;

Appraises records to evaluate their potential historical and other long-term uses (legal, fiscal, administrative);

Locates records stored in County offices and conducts on-site surveys and evaluations for transfer to the Archives facility;

Oversees the arrangement, storage and maintenance of archival records, involving the use of micrographics and imaging technologies for preservation and access purposes;

Conducts research and prepares detailed descriptions of archival records including the source and author of each document, and what information it contains;

Assists the public and public officials in conducting research and locating information in the archives;

Develops finding aids, such as databases and indexing systems; maintains and updates systems as needed;

Assists with website development and maintenance;

Trains and supervises volunteers and clerical support staff;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the methods of organizing government documents; good knowledge of the accepted archival techniques in the preservation and storage of historical papers and documents; ability to appraise the historical value of a wide range of records in accordance with accepted archival practices; ability to arrange and describe records (both manually and on automated systems) in accordance with accepted archival practices; ability to establish effective relationships with government officials, technical personnel and the public; ability to effectively communicate both orally and in writing; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; tact; integrity; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and one year of experience where the primary function of the position was in the identification and description of documents for archiving, or working with a manuscript collection in a library or other educational or government facility.

SUBSTITUTIONS: A Master's Degree* in History or Library Science may be substituted for the one year of experience; and a certificate in Archiving may be substituted for six months of the experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.