

STAFF ASSISTANT (ARCHIVIST)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class, which is located in the Department of Information Technology, assists in the identification of archival records stored in county offices and at the County Archives and Records Center, the evaluation of the potential historical and other long-term uses of the records (legal, fiscal and administrative) and the transfer of selected records to the Archives' facility. Responsibility also involves the preservation, description, arrangement and storage of documents. This position has considerable contact with public officials and the public in order to locate information and conduct 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 that involves the use of micrographics and imaging technologies for preservation and access purposes;

Conducts research and prepares detailed descriptions of archival records, including each document's source, author and the information contained within it;

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

Develops finding aids, such as databases and indexing systems, and maintains and updates these 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, database software, calendar and email 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 for 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 in 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 effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; 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 in which the primary function of the position was in the identification and description of documents for archiving, or in working with a manuscript collection in a library or other educational or government facility.

SUBSTITUTIONS: A Master's Degree* in History, Library Science, Information Science, Public Policy or a closely related field 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.