



# Archivist

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
ARCHIVIST I	7405	B16	\$40,918 - \$61,130
ARCHIVIST II	7407	B18	\$45,521 - \$71,055
ARCHIVIST III	7409	B20	\$51,158 - \$81,351
ARCHIVIST IV	7411	B22	\$57,614 - \$93,138

## GENERAL DESCRIPTION

Performs archival work collecting, organizing, analyzing, and preserving records, archives, and manuscripts and preparing inventories, indexes, guides, and finding aids to facilitate research and access to information.

## EXAMPLES OF WORK PERFORMED

Appraises, organizes, and processes archival collections in paper-based or electronic formats that may include materials such as photos, recordings, videos, and other documents.

Examines state and local records and recommends appropriate disposition of records, archives, and manuscripts.

Identifies, analyzes, and arranges records; prepares inventories, indexes, and finding aids that facilitate staff and public access to records.

Provides reference and research services.

Records the origins of archival materials.

Catalogs collections and maintains records.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level IV may also perform work listed within the previous levels.*

**Note:** *Factors that may distinguish between the journey levels include the degree of independence in performing the work and the complexity of the work and may include the employee's related experience, education, and certifications. Employees at the journey levels may independently perform the full range of work listed in the examples or may assist others in that work.*

**ARCHIVIST I:** Performs routine (journey-level) archival work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

**ARCHIVIST II:** Performs moderately complex (journey-level) archival work. Works under general supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may:

- Collect and analyze data; and prepare reference guides, articles, statistics, reports, and other correspondence.
- Consult with libraries, archives, and government offices; and provide advice on archival or records management practices.

***Note:** Any senior-level employee (levels III-IV) can serve as a team lead or supervisor. Senior-level employees may perform the full range of work listed in the examples above and may coordinate or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight, the complexity of the work performed, the scope and nature of the project, and the employee's related experience, education, and certifications.*

**ARCHIVIST III:** Performs highly complex (senior-level) archival work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Establish records schedules and appraise records for permanent historical or continuing value.
- Provide consultative services and technical assistance on archival activities.
- Authenticate and appraise documents and archival materials.
- Prepare reports, manuals, and publications.
- Prepare guides and aids to facilitate access to information.
- Plan and conduct archival workshops and seminars throughout the state.
- Facilitate the transfer of archival records from state agencies and donations of manuscripts from individuals; prepare accession records.

**ARCHIVIST IV:** Performs advanced and/or supervisory (senior-level) archival work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may:

- Prepare grant applications and budgets.
- Establish, implement, and administer policy guidelines concerning public access and use of materials.

## GENERAL QUALIFICATION GUIDELINES

### EXPERIENCE AND EDUCATION

Experience in archival work. Graduation from an accredited four-year college or university with a graduate degree in history, government, library science, or a related field is generally preferred. Experience and education may be substituted for one another.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **For all levels**

- Knowledge of professional archival methods, practices, procedures, and standards; records management issues and practices; and research procedures and their application to the management of an archival depository.
- Skill in the use of a computer and applicable software.
- Ability to collect, organize, research, and interpret descriptions of record groups and private manuscript collections; to process archival collections; and to communicate effectively.

### **Additional for Archivist III and IV levels**

- Ability to oversee and/or supervise the work of others.