



# Archivist I

Salary Group: B14  
Class Code: 7405

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
ARCHIVIST I	7405	B14	\$31,144 - \$49,134
ARCHIVIST II	7407	B16	\$34,918 - \$55,130
ARCHIVIST III	7409	B18	\$39,521 - \$64,449
ARCHIVIST IV	7411	B20	\$45,158 - \$73,788

## GENERAL DESCRIPTION

Performs routine (journey-level) archival work. Work involves collecting, organizing, analyzing, and preserving records, archives, and manuscripts; preparing inventories, indexes, guides, and aids to facilitate access to information; and conducting research. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

## 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; and 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.

Assists in collecting and analyzing data; and in preparing reference guides, articles, statistics, reports, and other correspondence.

May review records for information excepted from the Public Information Act.

Performs related work as assigned.

## 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**

Knowledge of professional archival methods, practices, procedures, and standards; of records management issues and practices; and of research procedures and their application to the management of an archival depository.

Skill in the use of a computer, applicable software, and desktop applications.

Ability to collect, organize, research, and interpret descriptions of record groups and private manuscript collections; to process archival collections; and to communicate effectively.