



Archivist II

Salary Group: B16

Class Code: 7407

| <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 moderately complex (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. May provide guidance to others. Works under general 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 in 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.

Collects and analyzes data; and prepares reference guides, articles, statistics, reports, and other correspondence.

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.

Consults with libraries, archives, and government offices; and advises on archival or records management practices.

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

May prepare and edit manuscripts for publication or design layouts for interpretive exhibits.

May conduct workshops on archival services.

May identify materials needing repair and make basic repairs.

May provide guidance to others.

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; to communicate effectively; and to provide guidance to others.