



Archivist III

Salary Group: B18

Class Code: 7409

<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 highly complex (senior-level) archival work. Work involves coordinating the collection, organization, analysis, and preservation of records, archives, and manuscripts; providing assistance to historical societies and commissions; and managing administrative functions. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees the appraisal, organization, and processing of 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.

Evaluates and analyzes data for use in reference guides, articles, statistics, reports, and other correspondence.

Establishes records schedules, and appraises records for permanent historical or continuing value.

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

Provides reference and consultative services and technical assistance on archival activities.

Authenticates and appraises documents and archival materials.

Prepares reports, manuals, and publications.

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

Plans and conducts archival workshops and seminars throughout the state.

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

May prepare grant applications and budgets.

May supervise the work of 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 supervise the work of others.