### 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.