

ARCHIVIST I

This is journey level archival work requiring the application of basic archival techniques in the appraisal, arrangement, description and referencing of historical records and documents at the State Archives or a university archives program.

Employees are responsible for assisting researchers in the use of records in the archives and/or appraising, arranging and describing historical records of "a routine nature. Work may involve the supervision or temporary personnel assisting researchers in the search room on Saturdays. Work is performed under the general supervision of a higher level archivist and is reviewed for conformance to section policies and procedures. Employees perform related duties as required.

I. DIFFICULTY OF WORK:

Variety and Scope - Employees arrange routine state and local government records by identifying and appraising in order to determine what should be retained or disposed. Employees select and execute a form of arrangement which best suits research requirements; describe records and prepare finding aids which will allow researchers and other staff access to information included in the records. Employees assist researchers by directing them to records relating to their field of interest and explaining the use of finding aids. Employees answer questions concerning North Carolina history.

Intricacy - Employees are responsible for maintaining physical and intellectual control over all of the unarranged records stored in the archives in order to assist in providing reference services for those records when necessary; however, employees are assigned the routine records series for arrangement and description. Employees provide assistance to researchers concerning the records themselves, events in history, research or genealogical techniques, etc. Unusual and/or extremely complex research questions or arrangement decisions are referred to a higher level archivist.

Subject Matter Complexity - Work requires an understanding of basic archival techniques, State of North Carolina history, and a familiarity with available resources in the archives, the department and other historical organizations.

Guidelines - Guidelines include policies, procedures and standards established by the section for appraising, arranging, describing and referencing historical records.

II. RESPONSIBILITY

Nature of instructions - Employees receive general instructions and timeframes for completion for individual projects and long-range section objectives. Employees schedule their day-to-day activities to meet projected deadlines. New or special projects involve discussion with supervisor to evaluate priorities and project timeframes.

Nature of Review - Work is reviewed in progress through general discussions and observation. Projects are reviewed upon completion for conformance to section standards.

Scope of Decisions - Decisions include determining which records to retain or dispose, selection of a form of arrangement and description which will best facilitate referencing and determining where to direct researchers for pertinent information.

Consequence of Decisions - Failure to provide accurate information to researchers or when preparing record descriptions and finding aids may result in delays and inconveniences to researchers and archives staff and may result in the loss or' credibility with archives patrons.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Work requires contact with archives and records staff, researchers which may include the general public, and state and local government officials wishing to reference records which have not been arranged or described.

Nature and Purpose - Personal contact includes providing information on the services, policies and procedures of the archives as well as assisting researchers in their research needs.

IV. OTHER WORK DEMANDS

Work Conditions - Work conditions are generally favorable. The stacks area where the records are stored is temperature and humidity regulated and is therefore cold. Also, due to the age of the records, there is some exposure to mold, mildew and dust.

Hazards - hazards include those associated with reaching, lifting, stooping, climbing stairs and standing for long periods of time when retrieving and reshelving records from the stack area.

V. RECRUITMENT STANDARDS

Knowledge, Skills, and Abilities - General knowledge of North Carolina history, its people and its places. General knowledge of reference sources of historical materials and the use of such materials. Ability to conduct historical research using primary source materials. Ability to prepare descriptive statements outlining content of historical and cultural materials. Ability to establish and maintain effective working relationships with other employees and the general public.

Minimum Training and Experience Requirements - Graduation from a four-year college or university with a major in history, library science, or a related social science and one year of experience in archives and records work; or an equivalent combination of training and experience.