

ARCHIVIST II

This is advanced level archival work 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 appraising, arranging, describing and referencing historical records and documents at an advanced level or in a specialty area. Work involves the preparation of detailed collection descriptions and finding aids. Specialty areas may include special projects such as the Biographical Directory of the General Assembly, the statewide cemetery survey, or correspondence reference inquiries. Work involves the supervision of lower level archivist and temporary employees assisting researchers in the search room on a rotating basis on Saturdays. Work is performed independently under the general supervision of a higher level archivist and is reviewed for overall program effectiveness. Employees perform related duties as required.

I. DIFFICULTY OF WORK:

Variety and Scope - Employees arrange state and local government manuscripts and/or records collections for the larger, more dynamic State agencies and local governments or for a specialty area by identifying and appraising in order to determine which records to retain or dispose. Employees select and execute a form of arrangement which best suits research requirements or incorporate records into an existing collection and indicate through detailed finding aids or description the nature of the series. Employees assist in supervising and coordinating the work of lower level archivists and temporary employees involved in search room duties. Employees may be responsible for special projects such as the Biographical Directory of the General Assembly, the statewide cemetery project, or correspondence reference inquiries. Employees may assist individuals with in-depth historical or genealogical research and perform special research projects as assigned by supervisor.

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 more complex records series or specialty areas for arrangement and description. Employees provide assistance to researchers with unusual and/or extremely complex questions concerning the records themselves, events in history, research or genealogical techniques, etc.

Subject Matter Complexity - Work requires a complete understanding of 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 independently schedule their day-to-day activities to meet projected deadlines. New or special projects may involve discussion with supervisor to evaluate priorities and project timeframes.

Nature of Review - Work is reviewed in progress through general discussions and observation. Projects may be 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 reverencing and determining where to direct researchers.

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 of credibility with archives patrons.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - work requires contact with archives and records staff, researchers which way include the general public, state and local government officials wishing to reference records which have not been arranged or described and employees in other sections of the department.

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. Contacts may include persuading the public to participate in special projects of the archives.

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

Knowledges, Skills, and Abilities - Considerable knowledge of North Carolina history, its people and its places. Considerable knowledge of reverence sources of historical materials and the use of such materials. Ability to conduct in-depth research using primary and secondary source materials. Ability to supervise lower level archivist engaged in search room activities. Ability to establish and maintain an effective working relationship 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 two years of progressive experience in archives and records work; or an equivalent combination of training and experience.