

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 2025

ASSISTANT ARCHIVIST

Abolished Effective February 10, 2006

DEFINITION

Serve as assistant in charge of a university records center and archives.

DISTINGUISHING CHARACTERISTICS

Positions in this class are distinguished by the responsibility to plan and direct records center operations for a scheduled records and an archives program including receiving, appraising, arranging, storing, retrieving, and disposing of university records.

TYPICAL WORK

Develop and implement procedures for obtaining, processing, servicing, and storing University records;

Arrange with University offices for the implementation of the records management program relating to the transfer, storage, and disposal of University records including microfilm records;

Negotiate for and appraise records for historical value and accession for archival retention;

Train, direct, and coordinate employees in processing, servicing, and storing University records and review their work;

Direct and coordinate information, retrieval and reference service;

Direct and coordinate the disposal of records in accordance with authorized retention/disposal schedules;

Perform related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor of Arts degree and two years of experience in supervising records control function with respect to records storage and retrieval, or one year of experience in a records management program and one year's supervisory experience.

Additional experience in records management may be substituted, year-for-year, for required education.

Equivalent education/experience will substitute for minimum qualifications except when there are legal requirements, such as a license/certification/registration.

Examination Requirements:

A job element examination (including written, E & T and oral components) scored on the basis of job related experience, training, skill, ability and other elements which are established through job analysis.

New Class: 1-3-73

Revise MQ: 7-2-90