

WASHINGTON STATE DEPARTMENT OF PERSONNEL

Specification for Class of

ARCHIVES ASSISTANT (25495)

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Under the direction of a professional archivist, is responsible for day-to-day operations in a full-service branch or section of the Washington State Archives. Performs technical support for archives programs. Day-to-day operations include reference services, records processing and preservation, and/or monitoring access to archival materials.

Typical Work

Provides research services and assistance and resolves research inquiries; consults finding aids and interprets them for researchers; monitors researchers to assure adherence to collections use procedures and security of archival records, publications, and equipment; retrieves and re-files archival materials;

Assists researchers in the use of microfilm and microfiche readers, video and audio players, and other non-paper record storage mediums;

Guides researchers to other sources for records, publications and information;

Plans and conducts tours, participates in public outreach programs including presentations, displays, and training;

Responds to inquiries regarding Washington State Archives policies, procedures and programs; provides publications, forms, and information; ensures that researchers are served properly and in accordance with public records laws, rules, and regulations;

Provides guidance to volunteers in support of archives program goals;

Assists in records transfer, accessioning, and storage; records arrangement and description; audits of holdings; records conservation and preservation; records disposition;

Uses manual and computer systems to arrange, describe and access archival collections;

Assists in developing manuals, catalogs, pamphlets, forms, or other information relating to Washington State Archives policies, procedures, services, and programs;

Maintains administrative and accounting records related to sales and services; and

Performs related duties as required.

Knowledge and Abilities

Knowledge of: historical, technical, or legal research procedures; information systems; records management systems and techniques; procedures for document indexing and retrieval; manual and/or computerized methods for records control; Northwest regional history and government.

Ability to: assess researchers' needs; select and explain archival materials; maintain effective descriptive systems for various types of public documents; speak and write clearly, concisely, and effectively; implement recognized archives and records management program procedures in accordance with State laws; and establish and maintain positive and effective relationships.

ARCHIVES ASSISTANT

25495

Desirable Qualifications

Bachelor's degree in History or a related field and one year of experience in archives and records systems and their management.

Additional experience in archives and records systems and their management may be substituted, year for year, for desired education.

New class: 7-12-02