

TEST PLAN

ARCHIVIST 1 - #2204

1. Minimum Qualifications Screening
2. Agency may:
 - develop test questions and criteria at the time of recruitment, or
 - use the core supplemental self assessment test that has been developed on:
 - A. Archival Science 68%
 - B. Communication and Working Relationships 32%
3. Those ranking highest on the test will be invited to participate in the next phase of the selection process. 100%
4. If you are hired, certain knowledge and skills will be assessed during your trial service period.

MINIMUM QUALIFICATIONS

- A Master's Degree in history, public administration, library science, Computer Science or archives and records administration; **OR**
- A Master's degree in any field with 30 quarter or 20 semester credit hours of courses in public administration, library science, computer science or archives and records administration.

Preference may be given to candidates who are a CA (Certified Archivist).

NOTE: If an applicant is underfilling the position he/she must meet the minimum qualifications within 24 months of appointment made through a recruitment or within 12 months of a direct appointment. Upon meeting the minimum qualifications and performance requirements of the position, the employee shall be reclassified to the allocated level of the position.