



ARCHIVIST 1

2204

GENERAL DESCRIPTION OF CLASS

The Archivist 1 selects, preserves and provides access to permanently valuable public records in the custody of the State Archives. The Archivist 1 advises and assists researchers and the public with research requests and inquiries about information in the State Archives, state and local government agencies, and other repositories.

DISTINGUISHING FEATURES

This is the first level of a two level series. At this level, employees do the full range of archival work, applying public records laws, rules and professional practices to project and program assignments. The absence of responsibility for working with agencies to identify and acquire records, working with user groups to improve access to holdings, working as the State Archives representative on cooperative projects, and designing records access systems distinguishes this class from the higher level.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Reference Services

Interview researchers to decide the scope of inquiry and resources available in the State Archives or at other repositories. Advise on use of resources and recommend specific Archives holdings or resources elsewhere. Explain use of finding aids and bibliographic resources. Inform researchers about the records consulted and the results in reply to their inquiries. Explain State Archives policies about availability, use, citation, services, charges and duplication. Help researchers use and operate research equipment.

2. Educational Outreach

Conduct workshops, give lectures and guide tours about the State Archives facility, programs and holdings for government agencies, user groups and the public. Research, select, and prepare materials from Archives holdings for exhibits, publications and the State Archives web site. Draft newsletters, brochures, educational materials, exhibit text, audiovisual programs and web site information.

3. Records Appraisal and Accession

Serve on appraisal teams to review agency retention schedules and select records for transfer to Archives custody. Decide best way to preserve records. Keep records locator system current and accurate. Evaluate Archives holdings based on division's appraisal standards and procedures and recommend deaccession of records with no continuing value.

4. Arrangement and Description

Arrange and describe records. Enter descriptions into the State Archives information systems and on the State Archives web site and produce finding aids. Research and write administrative histories for agencies with records in the State Archives custody. Inventory county records in State Archives to include in Oregon County Historical Records Inventory.

5. Miscellaneous

May serve as State Archives representative on committees and boards.

Recommend changes to State Archives policies and procedures to incorporate significant developments in archival practice.

RELATIONSHIPS WITH OTHERS

The Archivist 1 has daily in-person, telephone and written contact with government agency employees, researchers and the public to answer research requests, locate and provide records and suggest alternative reference resources. The Archivist 1 provides advice on preservation of permanently valuable public records. The Archivist 1 also has daily contact with State Archives employees to appraise records, prepare exhibits and create Web pages.

SUPERVISION RECEIVED

The Archivist 1 works under general supervision from the State Archives Manager and may receive technical assistance from other Division employees. Work assignments are verbal or written. Work is reviewed through periodic discussions and on completion of assignments for results, accuracy and appropriateness of recommendations.

State and Federal laws, Oregon State Record Retention Schedules, Oregon Administrative Rules and professional manuals published by the Society of American Archivist, guides and manuals published by archives agencies of other states, and other published standards are applied in processing and preserving records, research and reference and educational outreach programs. Archives Division policies and procedures, Archives Division Descriptive Standards Manual and other published standards for preservation and media permanence guide the employee in completing assignments.

KNOWLEDGE AND SKILLS (KS)**Knowledge:**

Extensive knowledge of theory, principles and methodology of archival science in the areas of records arrangement and description, reference and research, appraisal, and preservation and conservation of various recording media.
Extensive knowledge of criteria for appraisal of archival records.
General knowledge of subject matter relating to national, State and local history, political science and geography.
General knowledge of legal, technical and historic research procedures and other research resources such as libraries, government agencies and bibliographic tools.
General knowledge of automated archival descriptive formats and computer systems and software.
Basic knowledge of State and Federal laws, rules and standards relating to document retention and availability of public records.
Basic knowledge of use and application of technical recordkeeping systems, including micrographics and machine-readable formats.

Skills:

Skill interpreting or applying laws, regulations, or standards to appraise, arrange and describe archival materials.
Skill analyzing research requests and providing guidance on materials and sources.
Skill applying automated descriptive formats.
Skill publishing materials on the World Wide Web.-
Skill maintaining accurate records and forms and synthesizing information.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 1/90
Revised 1/95, 1/00

STATE OF OREGON
Dept. of Administrative Services
Human Resource Services Division