

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

ARCHIVAL CONSERVATOR

Position Code: K0523

DISTINGUISHING FEATURES OF THE CLASS

Under direct supervision, performs paraprofessional manual and clerical duties necessary to the operation of the State Archives Conservation Laboratory.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Applies cleaning, testing and preservative techniques to archival documents requiring the use of various chemical substances and equipment.
2. Laminates or encapsulates archival documents requiring physical strengthening and/or protection.
3. Operates various items of equipment in Conservation Laboratory.
4. Performs gold and/or black foil stamping.
5. Performs other related duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of two years of college preferably with archival technical courses or three years of experience in document and paper conservation work.

Knowledge, Skills and Abilities

Requires elementary knowledge of the techniques of document restoration and repair.
Requires elementary knowledge in the selection and preparation of books for rebinding.
Requires working knowledge of standard office practices, methods and procedures.
Require willingness to travel and possession of a valid Illinois drivers' license as required by individual positions within the class.

Approved by the Secretary of State Merit Commission – July 13, 2005
Effective – July 16, 2005

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year