

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

RECORDS ARCHIVIST

Position Code: K7554

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, performs professional archival or records management work involving the evaluation, inventory and processing of state or local government records; accesses and arranges documents of archival significance or records of state agencies and responds to service requests for retrieval and use of such materials.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Visits state and local government offices to promote better records management techniques and applications.
2. Inventories records in state and local government offices; evaluates records for the potential of archival research.
3. Transmits inventory information to other archives' staff for analysis and for retention and disposal schedule decisions.
4. Intellectually processes records accessioned by the Archives for administrative origin and informational content.
5. Prepares written reports on records processing for use as a basis for creation of finding aids.
6. Performs direct archival research and reference services for government agencies, scholars, attorneys, surveyors, and the general public.
7. Attends meetings of the State or Local Records Commission for informational purposes.
8. Attends meetings and conventions of governmental officials in order to promote greater awareness of the State Records Act, the Local Records Act, and records management and archival practices.
9. Performs public relations duties such as speaking before governmental or civic groups to explain archival research resources to authors, educators, government officials and the general public.
10. Performs other related duties as required or assigned.

RECORDS ARCHIVIST (Continued)

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with coursework in public administration, history, business administration, political science, library science, archival management or records management, and one year of professional experience in archival, records management, or closely related experience. Completion of an approved training program or possession of credentials as a certified archivist or records manager may be substituted for the experience requirement.

Knowledge, Skills and Abilities

Requires working knowledge of the principles and methods of classifying, arranging, describing, cross-referencing and researching documents.

Requires working knowledge of professional archival techniques, systems and procedures.

Requires working knowledge of records management techniques and applications.

Requires working knowledge of the organization and structure of state and local government and local and regional history.

Requires working knowledge of standard office practices, procedures and methods.

Requires working knowledge of personal computer program applications such as database, spreadsheet and word processing, especially as they are used in the archival science and records management field.

Requires ability to develop a system to analyze, evaluate and classify documents from many sources.

Requires ability to maintain good working relations with government officials and the public.

Requires ability to communicate effectively both orally and in writing.

Requires willingness to pursue professional development opportunities.

Requires willingness to travel and possession of a valid Illinois driver's license as required by the individual positions within the class.

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

Effective – July 16, 2005