

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

**RECORDS ARCHIVIST INTERN**

**Position Code: K7557**

**DISTINGUISHING FEATURES OF THE CLASS**

Under general supervision, for a period not to exceed twelve months, receives orientation and training in the application of archival and records management techniques to programs of the Illinois State Archives; performs increasingly responsible professional archival and/or records management work under close guidance of experienced professional staff.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Receives orientation and training in specific professional archival/records management functions and programs and in the overall operation of the Illinois State Archives.
2. Performs increasingly responsible assignments in professional archival and records management skills areas designed to develop work skills and knowledge.
3. Attends and participates in formal training, seminars, workshops and meetings to gain knowledge and enhance professional skills.
4. May participate in special projects, data base creation, surveys or other short-term assignments.
5. Performs other related duties as required or assigned.

**REQUIREMENTS:**

**Education and Experience**

Requires possession of a Bachelor's degree with major coursework in public administration, history, business administration, political science, library science, archival management or records management. Possession of credentials as a certified archivist or records manager is preferred.

## **RECORDS ARCHIVIST INTERN (Continued)**

### **Knowledge, Skills and Abilities**

Requires working knowledge of personal computer program applications such as database, spreadsheet and word processing.

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

Requires elementary knowledge of research and reference techniques.

Requires elementary knowledge of acquisition, arrangement, description and indexing principles, methods and techniques.

Requires elementary knowledge of computerized archival or library techniques, systems and procedures.

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

Requires ability to adapt academic training to professional archival and records management work.

Requires ability to benefit from formal and on-the-job training and orientation.

Requires ability to communicate effectively both orally and in writing.

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