

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

RECORDS ARCHIVIST - SENIOR

Position Code: K7560

DISTINGUISHING FEATURES OF THE CLASS

Under administrative direction, independently performs difficult professional archival or records management work as a specialist in the area of assignment; serves as lead worker for professional staff or acts in a staff capacity to a program administrator or the Director.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Develops systems and prepares finding aids for holdings of the Illinois State Archives or off-site depositories.
2. Develops computer internet web-based services to describe and provide access to holdings and services of the Illinois State Archives.
3. Coordinates off-site archival programs such as the Illinois Regional Archives Depository system.
4. Develops and prepares Illinois State Archives publications including special educational materials.
5. Serves as designated lead records archivist for professional records archivist staff engaged in archival programs including, but not limited to, reference services, inventory control, accessions, or records management.
6. Represents the Illinois State Archives by maintaining public relations with governmental or civic groups in the area of assignment.
7. Develops and prepares grant proposals for the enhancement of archival and records management programs; critiques and monitors grant-funded projects.
8. Performs other related duties as required or assigned.

RECORDS ARCHIVIST-SENIOR (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 three years of professional experience in archival, records management, or closely related experience. Possession of credentials as a certified archivist or records manager will be credited as one year of professional experience.

Knowledge, Skills and Abilities

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

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

Requires extensive knowledge of records management techniques and applications.

Requires extensive 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 give guidance to professional and support staff.

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