



Archivist I

Job Description

Department: Recorder
Position: Career Service
Starting Step: 14, Table 14
Supervisory: No
Reports to: Archives Supervisor

Summary

Performs technical microfilming, developing, and proofreading. Scans documents and film to store and retrieve by computer. Maintains records by preserving, moving, organizing, re-labeling, retrieving, re-filing, and storing. Keeps an accurate inventory pertaining to storage, life cycle, retention, classification, identification, destruction dates, and shredding of County records.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Scan, index, and link documents, reports, and maps on a daily basis using the computer and County software.
2. Film County documents using cameras and/or archive writers.
3. Develop and proofread film.
4. Create film from the archive writer with approved document images using the computer program.
5. Check resolution, lighting, density, reduction ratio, and sharpness and completeness of images.
6. Copy documents and film for County departments and the public.
7. Repair damaged documents, maps or books when appropriate.
8. Determine proper light exposure for automatic and manual controls on cameras, scanners, and other equipment.
9. File, retrieve and re-file maps and records requested by County departments.
10. Deliver files and requested records to appropriate departments.
11. Prepare for scheduled shredding by moving and stacking boxes, and breaking down and folding boxes.
12. Input records into the computer for inventory and retrieval processes.
13. Clean and maintain equipment.
14. Assist in moving, retrieving, shredding, and storing of hard copy records and microfilm.
15. Re-box and label records and microfilm in damaged or oversized boxes.
16. Assist visitors and callers by providing technical information and directing them in correct processes.
17. Index film by entry number for internet access.

For Office Use Only

Class Code: 3065
Class Title: Archivist I
FLSA: Non-Exempt
Effective Date: 7/10/2017
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No

Knowledge, Skills, and Abilities

Knowledge of safety procedures in handling chemicals

Skilled in reading, writing, and math

Skilled in data entry (typing and 10-key essential)

Ability to maintain cooperative relationships with those contacted in the course of work activities

Ability to maintain high levels of concentration and attention to detail

Supervisory Responsibility

This position has no direct supervisory responsibility, but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This position may expose incumbent to hazardous chemicals and to possible bodily injury from lifting boxes and climbing ladders. This job requires the use of protective devices such as earplugs, gloves, masks, and back supporters. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. This position requires driving a motor vehicle.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies or equipment up to 50 pounds.

Position Type/ Expected Hours of Work

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

This position requires up to 10 percent travel.

Required Education and Experience

1. High school diploma or equivalent
2. And one (1) year of general office or secretarial support work experience
3. Equivalent combinations of education and experience may also be considered

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Additional Eligibility Qualifications

1. Preference may be given to individuals who pass the typing test at or above 40 WPM net, and proficiency in 10-key
2. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within 60 days of employment
3. Selected applicants are subject to, and must pass a background check

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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