



# Archivist II

## Job Description

Department: Recorder  
Position: Career Service  
Starting Step: 18, 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: 3066  
Class Title: Archivist II  
FLSA: Non-Exempt  
Effective Date: 7/10/2017  
Public Safety: No

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

18. Remain current on laws, procedures, and practices pertaining to the retention schedule and disposition of records and legal procedures required in archiving and records activities.
19. Assist in maintaining inventory of supplies and equipment in the department and in the County archives.
20. Work with other departments under the direction of the supervisor.
21. Maintain records concerning the life cycle, inventory, retention, classification, identification, and destruction dates of County records.
22. Research records for customers.
23. Ensure that doors are locked to prevent unauthorized entry and to keep records secure at all times.
24. Keep record of all work performed in the department.
25. Make backup for digital images.
26. Assist with the expungement of documents, working directly with the Sheriff's Office according to their rules and regulations.
27. Assist in restoring and preserving historical documents.
28. Assist in preserving damaged books.
29. Perform problem solving in the absence of the supervisor.

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

Knowledge of safety procedures in handling chemicals

Knowledge of office-operating procedures and equipment

Skilled in record keeping

Skilled in reading, writing, and math

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

Skilled in records protection procedures

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

Ability to perform basic preservation procedures on historical documents and books

Ability to perform scanning and other tasks with speed and accuracy

### **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.

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**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 three (3) years of general clerical support work experience including one year directly related to duties described above
3. Equivalent combinations of education and experience may also be considered

**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.

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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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