ARCHIVES ASSISTANT

DEFINITION

Under supervision of the Archivist, to perform a variety of office assistance and receptionist assignments; to type materials; to operate and maintain the Archives with no supervision during absence of Archivist.

DISTINGUISHING CHARACTERISTICS

Incumbents are interested in the history of Amador County and in the area of genealogical research.

REPORTS TO

County Archivist and GSA Public Services Director.

CLASSIFICATIONS SUPERVISED

None. This position does not exercise supervision over staff but may direct the work of assigned volunteers.

EXAMPLES OF DUTIES

Serves as an Archives receptionist greeting Archives visitors and answering the telephone, providing information and referring calls and visitors to others; takes and transmits messages, receives monies and records payments; may assist with basic financial record keeping; receives, sorts and distributes mail; maintains inventories of informational material; assists with a variety of office files and records; types and proofreads documents and materials; operates a computer, using word processing, spreadsheet, Internet, and other software; operates office equipment; assists in accessioning of historical documents and photographs; assists in the preservation of historical material; assists in the betterment of the Archives; and performs other duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity; and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, scanners, telephones, calculators, copiers, and FAX.
TYPICAL WORKING CONDITIONS

Work is performed in an office environment; contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:
• Policies and procedures of the Amador County Archives.
• Amador County history.
• Modern office practices, methods and procedures including computers and software and scanners.
• Methods and techniques of historical research.
• Organization and functions of Amador County government.

Ability to:
• Preserve and maintain historic documents and related materials.
• Communicate clearly and concisely, both orally and in writing.
• Establish and maintain cooperative working relationships with those contacted in the course of work.
• Work efficiently and effectively with minimal, or no supervision.
• Operate and use office equipment, including computers, office software and scanners.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

A high school diploma or GED equivalent. Experience and interest in Amador County history and research is desirable.

One (1) year of general office clerical experience.

Special Requirements: Possession of a valid California Driver’s License issued by the State of California Department of Motor Vehicles.