

## ASSISTANT DEPUTY COUNTY CLERK (ARCHIVES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for establishing procedures for the processing and maintenance of archival records which involves approximately 500,000 documents a year. Duties involve the appraisal of records to evaluate their archival value; monitoring the transfer of records from County departments and ensuring that archiving procedures are accurate and in keeping with established procedures. Supervision is exercised over a small number of subordinate personnel and volunteers. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Maintains records of the Archives Center operations which includes maintenance of transferal records; disposition records; operational maintenance reports and all other administrative material relating to archival management;

Assigns control numbers for all records in the unprocessed phase, the boxing/indexing phase and the final storage phase to enable immediate location of documents if required;

Supervises processing staff and volunteers by setting processing priorities, scheduling records to be arranged and described, and by assigning work;

Supervises the daily operations of the reading room which is open to the public, to ensure efficient access to records in the County archives;

Trains and supervises employees involved in the arrangement and description of archives, including data entry and use of national and local databases.

Appraises records for their archival value;

Arranges the transferal of archival records to the County Archives Center;

Determines in which order records will be processed;

Approves all finding aids (descriptions of records) for publication;

Establishes and maintains working relationships with state, county and local officials involved in archival records management.

Keeps abreast of trends within the field of archival records management.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of archiving procedures; knowledge of archival finding aids; knowledge of record keeping procedures; ability to coordinate and supervise the work of subordinate personnel; ability to establish and maintain effective working relationships with government officials, technical personnel and volunteers; ability to communicate both orally and in writing; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High School Diploma or equivalency and either (a) Bachelor's Degree\* in History or Library Sciences or a related field and two years of experience working with unpublished records in an archives or manuscripts repository; or (b) six years of experience as described in (a) or (c) Master's Degree\* in History, Library Sciences or a related field and one year of experience as defined in (a); (d) a satisfactory combination of training and experience as defined by the limits of (a), (b) and (c).

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.