

Class Concept

Positions in this class perform professional level archival and records management work including appraising, accessioning, arranging, and describing, referencing, and preserving records and documents. Positions may have one or more areas of specialty. Duties may include the appraisal, arrangement, preservation and description of public and private records and historical collections in all formats according to division guidelines; producing finding aids in both published and web-based formats in order to promote access to collections; conducting research in primary and secondary historical resources; providing reference and access services; responding to historical and reference questions asked by state and local government agency staff and the general public; and answering questions posed by researchers concerning records and record keeping functions, historical events, and research and genealogical techniques. Positions preserve confidentiality and security of records through application of statutes, and division procedures and policies. Work may require extensive public contact with a wide variety of clients.

Recruitment Standards

Knowledge, Skills and Abilities

- Basic knowledge of North Carolina history and its people, the organization, and operations of state and local governments in North Carolina, and genealogy practices.
- Skills in archives and records management and the ability to keep current with developments and trends in area(s) of expertise.
- Ability to apply practices and techniques of archival and records management to assigned area of responsibility including appraisal, accessioning, disposition, arranging, and describing public and private records and collections.
- Ability to promote access to records and collections by all users.
- Ability to organize and manage a large volume of materials.
- Ability to develop and maintain effective working relationships to support effective communication and teamwork.
- Ability to build and use collaborative relationships to facilitate the accomplishment of program goals.

Minimum Education and Experience

Master's degree in history, public history, or library and information science; or

Master's degree in a related discipline with coursework in archival and records management from an appropriately accredited institution; or an equivalent combination of education and experience.

