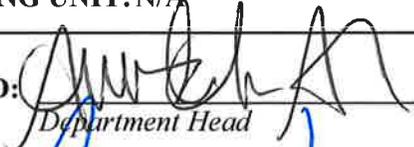
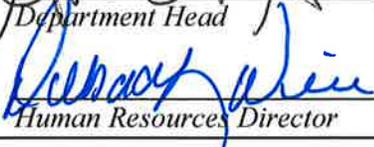


**DONA ANA COUNTY  
JOB DESCRIPTION**

<b>POSITION TITLE:</b> Archivist Technician	<b>PAY GRADE:</b> A12
<b>DEPARTMENT:</b> Clerk's Recording and Filing <b>REPORTS TO:</b> Recording and Filing Supervisor <b>BARGAINING UNIT:</b> N/A	<b>FLSA:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt <b>LEAD:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>SUPERVISOR:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>APPROVED:</b>  Department Head	022420 Date
 Human Resources Director	2/24/2020 Date

**I. PURPOSE SUMMARY.** This position will work primarily with historic documents recorded and filed in the Clerk's Office. The Archival Technician is responsible for assisting in a project focusing on increasing public access to historic documents. The project includes collecting metadata, properly storing historic documents, and assisting in creating a searching method for research purposes.

**II. ESSENTIAL DUTIES.**

- A. Inventory, arrange, describe, catalog, and assist in creating a searching method for historical collections recorded and filed in the office of the County Clerk.
- B. Research historic events and people to ensure information being cataloged is accurate.
- C. Carefully handle, unfold, flatten and properly store historic documents. These are essential steps to maintaining the preservation of each document.
- D. Translate documents written in Spanish
- E. Take notes throughout the project and use them to develop procedures that will be used in other archiving projects.
- F. This position reports to the Indexing and Record Maintenance Lead and the Recording and Filing Supervisor.

**III. ADDITIONAL DUTIES.**

- A. Performs related duties and responsibilities as assigned.

**IV. QUALIFICATIONS.**

- A. **Education.** High School Diploma or equivalent. Bachelor's degree from an accredited college or university with major course work in history preferred.
- B. **Experience.** Two (2) years of full time experience with archives and researching archived documents. Experience in historical studies preferred
- C. **Education/Experience substitution.** In accordance with County policy.
- D. **Licenses/Certifications.** Valid Driver's License.

**F. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).** Must pass background check. Bilingual (English/Spanish) preferred.

**1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:**

**Knowledge:** Must have knowledge of principles and methods of records maintenance; maintain electronic and paper records; analyze and process various types of recorded real estate and non-real estate documents. Interest in New Mexico history.

**Skills:** Skilled in general office practices and procedures and general use of office equipment. Organizational skills. Professional and tactful skills in determining appropriate action when handling sensitive and confidential matters and documents. Attention to detail. Establish and Maintain effective and cooperative working relationships with others.

**Abilities:** Ability to use Word and Excel Software, Word Processing and ability to type 35 words per minute without errors. Read, analyze, and apply state and local laws and regulations; case look up

**2. FREEDOM TO ACT.**

Assignments are made by defining objectives, priorities and deadlines. The position handles problems and deviations in accordance with instructions, policies, previous training or accepted practices. Work is reviewed for conformity to policy and requirements.

**3. GUIDELINES AND JUDGMENT.**

The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures and for application and in making minor deviations to adapt to specific cases. Where existing guidelines cannot be applied, or significant deviations from the guidelines are proposed, supervisory assistance is required

**4. PHYSICAL DEMANDS.**

The work is sedentary, typically requiring the employee to sit comfortably to do the work. There may be some walking, standing, bending and carrying of light items or driving an automobile. The employee must have the ability to frequently move or re-position up to twenty (20) pounds of materials or objects. The employee may be required to occasionally bend, reach above his or her shoulders, squat, and push and pull. Specific vision abilities required by this job include close vision and the ability to adjust focus. Keyboarding and mousing are required during the majority of the entire shift.

**5. WORK ENVIRONMENT.**

The work area is adequately lighted, heated, and ventilated, and involves everyday risks or discomforts that require normal safety precautions and safe work practices. Occasionally come in contact with dust from old archived records. Work surface is carpeted, tiled and or a concrete floor.

**6. SUPERVISORY RESPONSIBILITY.**

This position does not have any supervisory responsibility.

**V. EMPLOYEE ACKNOWLEDGEMENT:**

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures

outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by:

\_\_\_\_\_  
*Employee*

\_\_\_\_\_  
*Date*

Printed name:

\_\_\_\_\_  
*Employee*

\_\_\_\_\_  
*Date*

