

JOB ANNOUNCEMENT

POSITION: ARCHIVIST II

Posting# 3066-0910sr

REQUIRED ATTACHMENTS TO APPLICATION:

- **Requires Supplemental Questionnaire**
- A typing test score sheet dated within the last 12 months. Preference may be given to individuals who pass the type test at or above the rate of 40 wpm net. Typing scores will be accepted from any service or software including the Workforce Services Mavis Beacon program. (Applicants who receive a conditional offer of employment will be required to take a three (3) minute timed type test, administered by the Personnel office, to validate the required 40 net)
- **College transcripts and/or diploma No Internet printouts (for College credit)**

STARTING SALARY: Step 18, \$28,652.00 annually (plus benefits package)

Step increase available after completing probation and annually thereafter.

OPENING DATE: August 23, 2010 **CLOSING DATE:** September 7, 2010

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies that occur within the next two (2) months

For additional information see the job description at - <http://www.utahcountyonline.org/dept/pers>

JOB 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.

DUTIES INCLUDE:

Creates film from the archive writer with approved document images using the computer program.

Files, retrieves and re-files maps and records requested by County departments.

Assists in moving, retrieving, shredding, and storing of hard copy records and microfilm.

Remains current on laws, procedures, and practices pertaining to the retention schedule and disposition of records and legal procedures required in archiving and records activities.

Maintains records concerning the life cycle, inventory, retention, classification, identification, and destruction dates of County records.

EVALUATION AND SELECTION FACTORS INCLUDE:

Skill in reading, writing, and math; Ability to maintain cooperative relationships with those contacted in the course of work activities; Skill in data entry; Ability to maintain high levels of concentration and attention to detail; Knowledge of safety procedures in handling chemicals. Skill in micro-photography and records protection procedures; Knowledge of office-operating procedures and equipment; Skill in record keeping; Ability to perform basic preservation procedures on historical documents and books; and Ability to perform scanning and other tasks with speed and accuracy.

REQUIREMENTS FOR EMPLOYMENT:

High school diploma and three (3) years of general clerical support work experience including one (1) year directly related to duties described above. Preference may be given to individuals who pass the typing test at or above 40 WPM net.

PHYSICAL DEMANDS:

Lift, carry, push, pull or otherwise move objects weighing up to 50 pounds; Ascend or descend ladders and scaffolding; need to distinguish between shades of color. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

EXAMINATION/SELECTION PROCESS:

Individuals interested in the position must submit an official Utah County Government application and Supplemental Questionnaire to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date.

NO POSTMARKS OR RESUMES. Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

