

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1277

TITLE: ASSISTANT ARCHIVIST

GRADE: S-20

DEFINITION:

Under the direction of the County Archivist and in conjunction with the Clerk of the Circuit Court, provides specialized administrative and technical assistance in the management, preservation, and disposition of agency records as mandated by the Code of Virginia; and performs related work as required.

ILLUSTRATIVE DUTIES:

Performs agency surveys and assists the Clerk of the Circuit Court in planning, developing, and implementing records management standards;
Assists and coordinates the activities of agencies and Clerk of the Circuit Court operations associated with micrographics;
Provides systems improvements in compliance with established State standards affecting the production of microforms and filing systems;
Recommends improvements to agency records and filing systems affecting equipment procurements, layout, and procedures;
Assists agencies in the development of retention standards and recommends appropriate retention standards affecting public records dispositions;
Recommends types of equipment, containers, shelving, or other systems that may be used economically and efficiently within agencies to store current records.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal, state and local standards as they affect public records;
Ability to perform problem identification and solution development as they affect public records and micrographic applications;
Ability to plan, develop and implement records management program standards;
Ability to recommend efficient and cost effective systems to store records;
Ability to express oneself effectively, both orally and in writing;
Ability to establish and maintain good working relationships with others.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to graduation from an accredited four-year college or university with major course work in American history, American studies, library science, or a related field; plus two years of professional experience in the management of public records and use of micrographics. Experience in the appraisal and development of disposition standards required in the drafting of records retention schedules is desirable.

REFORMATTED/REVISED: December 3, 2007
ESTABLISHED: June 18, 1984