

Archivist, Senior - 30435

Annual Rate: \$31,641.60 - \$50,395.20

Department: Archives and History
Location: Montgomery

TYPE OF EXAMINATION

An open-competitive register will be established. Qualified applicants will be evaluated based on their training and experience as shown on their application. This evaluation will comprise 100% of the final score.

QUALIFICATIONS NEEDED TO APPLY

You must have either of the following to qualify:

- Bachelor's degree from an accredited* college or university in history, political science, government, library science, or a closely related field with two graduate-level archival administration courses PLUS two years of professional experience in archival work and records management in an archival repository.

OR

- Bachelor's degree from an accredited* college or university in history, political science, government, library science, or a closely related field PLUS three years of professional experience in archival work and records management in an archival repository.

KIND OF WORK

This is advanced professional work in managing manuscripts and archival records documenting the history of the state. Employees in this class perform archival work to ensure the preservation and accessibility of historically valuable information. Work includes training agency staff members about records retention; working with agency officials on the care and handling of records; arranging, describing, and preserving archival collections; providing research and reference assistance; and working with computer and imaging systems in order to create and preserve records. Employees are responsible for developing and recommending policies and procedures covering their functional area of responsibility and may supervise lower-level archivists, students, or volunteers. Employees work independently based on agency directives and plans, and work is reviewed by an administrative superior for compliance with policies and procedures.

HOW TO APPLY

Use an Application for Examination form. You can get the form at this office or at an Alabama Career Center office. It can also be downloaded from our web site. You must send your application to the State Personnel Department. It must be received by the close of business on August 9, 2006. Applications received after this date WILL NOT BE ACCEPTED. The names of those who apply late will be put on a mailing list to be notified when this job is again open for applications. The State Personnel Department is not responsible for late receipt of applications due to mail services or fax malfunctions. Photocopied applications are accepted. Facsimile applications are also accepted. Our fax number is (334) 242-1110.

Individuals currently on the register MUST reapply to remain eligible for employment.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

Please refer to the State Personnel Department web site for complete information on our policy on accepting post-secondary and advance degrees.

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.