



## POSITION DESCRIPTION

Title: Administrative Support Specialist III (Office)

Department: Department of Archives and History

Job Analysis: July 2021, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### Relationships

Reports To: Director of Archives /Special Historic Projects Coordinator

Subordinate Staff: ~~Archives Specialists~~ **None**

Internal Contacts: General Public, Public Officers, and Co-workers

Status: Classified/Non-Exempt (**309**)

### Job Summary

The Administrative Support Specialist III - Office for the Baldwin County Department of Archives and History and assists with archival projects as assigned by the Director of Archives and History.

### Job Domains

#### A. Facility

1. Coordinates operations of the primary workplace facility as requested by the Director of Archives and History.
2. Oversees and coordinates general day-to-day facility operations with kindness, professionalism, tact, and an emphasis on responsiveness.
3. ~~Maintains~~ **Oversees and coordinates** office and cleaning supplies inventory and prepares requisitions for the same. (Spending authorization will always be applicable as approved by the Director of Archives and History and on file in the Budget/Purchasing office).
4. ~~Reviews~~ **Oversees** the primary county facility for maintenance and cleanliness ~~as directed.~~

#### B. Clerical

1. Processes archival materials as directed.
2. Assists other County departments with their records management programs as needed.

3. Assists with reference requests as needed
4. Supports director and department with special assignments as directed.
5. Takes notation and dictation as needed.
6. Types and/or prepares correspondence and various documents as requested.
7. Coordinates training course registrations and travel reservations as needed.
8. Takes minutes and proofreads minutes as requested.
9. Schedules meetings, coordinates newspaper advertisements as requested.
10. Accomplish research as directed.
11. Types and/or prepares correspondence and various documents as requested.
12. Coordinates training course registrations and travel reservations as needed.
13. Takes minutes and proofreads minutes as requested.
14. Receives, reviews, and prepares a variety of forms, requests, records, files, and other documents associated with daily responsibilities of this position
15. Schedules meetings, coordinates newspaper advertisements as requested.
16. Supports Director with and Department with special assignments as needed.
17. Types reports, charts and correspondence.
18. Supervise and trains new hires, interns/volunteers that are assigned to county archival projects
19. Assists patrons in the use of finding aids and guides; responds to written inquiries and supplies suitable reference and/or service
20. Accomplish research as directed.
21. Perform other related work as required by the Director.

C. Reception and Referral

1. Greets visitors to the office, refers them to whom they need to see, and makes them comfortable if they must wait.
2. Answers incoming calls to the office.
3. Provides whatever information is available to general inquiries.

D. Special Historic Projects

1. Assists with the creation and execution of county-wide historical events from conception to clean-up.
2. Assists with the design of advertising materials; collaborate with several departments within the county as well as local and community groups.
3. Assists with archival programming to include publicity and public outreach programs.

E. Representative Duties

1. Identify problems associated with identification and proper handling of historical and literacy manuscripts and flags them for review by the Director.
2. Review and verify folder contents against container lists.
3. Creates and up-date records in in-house databases to support processing and conservation tracking.
4. Compile daily work statistics.
5. Perform clerical duties incidental to archival activities as assigned by the Director.

## **F. Supervisory Guidelines**

1. Closely review daily work for adequacy and accuracy.
2. Plan, assign, schedule, and supervise work assignments.
3. Provide instruction in new situations, methods, and procedures that are not clearly related to existing tasks and duties.
4. Oversee work situations and solve problems with established procedures/policies.
5. Exercise of independent judgment or initiative, as needed.

### **Knowledge, Skills, and Abilities**

(Any item with an asterisk will be taught/provided on the job)

1. Knowledge of basic high school mathematics and basic bookkeeping procedures.
2. Considerable knowledge of clerical and administrative practices required to coordinate a central records system.
3. Considerable knowledge of the regulations and procedure of the department to which assigned.
4. Ability to establish and maintain complex clerical records and prepare reports.
5. Ability to recognize and maintain the confidentiality of records concerning various budgetary and personnel related matters.
6. A good working knowledge of English grammar, composition, and spelling within acceptable standards of quality and accuracy.
7. A good working knowledge of general office practices, procedures, equipment and software (Microsoft Office, Adobe).
8. Ability to take dictation and type a minimum of fifty (50) words per minute within an acceptable standard of quality and accuracy and take dictation. Ability to communicate effectively and handle multiple assignments.
9. Ability to maintain effective and positive working relationships with public officers, facility tenants, supervisors, co-workers and general public.
10. Skills to read, understand and compile printed reports and research assignments.
11. \*Knowledge of County Commission activities.
12. \*Notary Public in the State of Alabama (must be bondable)
13. Knowledge of filing procedures.
14. Knowledge and ability to operate office machinery, computers and general software.
15. Ability to work under stress of recurring deadlines.

### **Physical Requirements**

1. Ability to lift heavy material, push loaded book carts, and climb ladders. Manual dexterity.
2. Must have the ability to lift at least 50 lbs., unassisted.

### **Other Characteristics**

1. Willing to work overtime or non-standard hours when necessary.
2. Willing to travel for the purposes of professional development.

3. Ability to work under stress of recurring deadlines.
4. Willing to attend meetings, conferences, workshops, and training sessions as related in assigned work area.
5. Must be willing to work in an environment that contains dust and/or mold.
6. Ability to work under stress of recurring deadlines.

### **Minimum Qualifications**

- ~~1. Minimum of five (5) years of experience in administrative/secretarial related work.~~ Training and/or experience in the operation of an archives or a library, preferably with a college degree in either or both areas.
2. Have a valid driver's license and be insurable by the County's insurance standards.
3. High school diploma or equivalent.

## **POSITION DESCRIPTION**

Title: Archives Specialist  
Department: Department of Archives and History  
Job Analysis: 07/2005, 02/2011, 09/2014, 01/2015, 06/2019, 09/2020, 09/2022

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports to: Director of Archives/Special Historic Projects Coordinator  
Subordinate Staff: None  
Internal Contacts: County Personnel  
Staff External Contacts: General Public, State government personnel  
Status: Classified/Non-Exempt (~~306~~ 307)

### **Job Summary**

The Archives Specialist (s) for the Baldwin County Department of Archives and History serves to accomplish a myriad of clerical administrative duties for the Baldwin County Department of Archives and History and assists with archival projects as assigned by the Director of Archives and History. The Archives Specialist will, as a primary duty, perform the daily duties of records management including cataloging items, properly storing documents from various departments through county government and retrieving those same documents as needed by the Archives Department or any other department that maintains records within the Archives facility. In addition, the Archives Specialist must be able to retrieve shelved documents for patrons and ensure that they are re-shelved properly after use. The Archives Specialist must be able to assist patrons in their research of documents and artifacts maintained by the county archives. Furthermore, the Archives Specialist will assist in the training of temps/volunteers that are assigned county archival projects.

### **Job Domains**

#### **A. Facility**

1. Conduct operations of the primary workplace facility as requested by the Director of Archives and History.
2. Conduct general day-to-day facility operations with kindness, professionalism tact and an emphasis on responsiveness.
3. Maintains office and cleaning supplies inventory and prepares requisitions for the same.

(Spending authorization will always be applicable as approved by Director of Archives and History and on file in the Budget/Purchasing office).

4. Reviews the primary facility for maintenance and cleanliness as directed.

#### B. Representative Duties

1. Organizes and arranges archival and manuscript material in alphabetical, chronological or other appropriate order, as directed, in accordance with local practice and documented procedures.
2. Performs routine procedures to arrange for preservation of the materials.
3. Compiles listings of materials in collections as appropriate.
4. Labels manuscripts folders and containers.
5. Compiles, inputs and formats data on collection material and collection activities in manual and automated files.
6. Prepare collections for preservation.
7. Input and format data for finding aids in machine-readable files, using a standard finding aid template.
8. Re-house material into archival containers and perform other routine procedures to arrange for the preservation of materials (e.g., preservation, photocopying of fragile materials).
9. Print box and folder labels from the electronic finding aid and labels boxes and folders.
10. Retrieve materials from the shelves and assists the Director for in-process and newly processed collections.
11. Perform clerical duties incidental to archival activities as assigned by the Director.

#### C. Clerical

1. Enters data from given sources on a computer.
2. Assists other county departments with their records management programs as needed.
3. Assists with research requests as needed
4. Supports director and department with special assignments as directed.
5. Takes notation and dictation as needed.
6. Types, writes, and/or prepares internal memoranda and various documents as requested.
7. Understands and conveys more complex messages and instructions and takes action accordingly.
8. Coordinates training course registrations and travel reservations as needed.
9. Takes minutes and proofreads minutes as requested.
10. Schedules meetings, coordinates newspaper advertisements as requested.
11. Receives, reviews, and prepares a variety of forms, requests, records, files, and other documents associated with daily responsibilities of this position.
12. Utilizes a computer, printer, etc. to enter, store, and retrieve data as needed in a variety of electronic mediums including the Archives' electronic database.
13. Maintains a comprehensive, current knowledge and awareness of applicable manuals, policies, and procedures.
14. Ability to understand and implement archival principles including document filing and retrieval.
15. Assists patrons in the use of finding aids and guides; responds to written inquiries and

supplies suitable references and/or service.

16. Supervises and trains interns/volunteers that are assigned to county archival projects.
17. Processes and creates finding aides for archival collections which fall under the domain of the county archives.
18. Offers and obtains basic information or provides assistance on general matters.
19. Compile and maintain archival management data and reports.

#### D. Reception and Referral

1. Greets visitors to the office, refers them to whom they need to see, and makes them comfortable if they must wait.
2. Answers incoming calls to the office. Advises, screens and refers callers and visitors.
3. Provides whatever information is available to general inquiries.

#### E. Special Historic Projects

1. Assists with the creation and execution of county-wide historical events from conception to clean-up.
2. Assists with the design of advertising materials; collaborate with several departments within the county as well as local and community groups.
3. Assists with archival programming to include publicity and public outreach programs.

### **Knowledge, Skills, and Abilities**

1. Knowledge of basic high school mathematics.
2. Knowledge of basic bookkeeping procedures.
3. A good working knowledge of English grammar, composition, and spelling.
4. Ability to read and understand English-language primary source documents, including hand-written texts sufficiently to organize collections.
5. A good working knowledge of general office practices and procedures.
6. Skills to communicate effectively with Public Officers, supervisor, co-workers, and general public.
7. Skills to read and understand printed reports and requests.
8. Knowledge of filing procedures.
9. Knowledge of office machinery operations.
10. Ability to establish and maintain effective working relationships with supervisors, co-workers, and the general public.
11. Ability to understand written instructions, and general policy statements.
12. Ability to organize and prioritize own work.
13. Ability to operate equipment associated with the scanning and preservation of artifacts in an electronic format.
14. Knowledge of archival processing.
15. Knowledge of Records Management theory and practice.
16. Knowledge of or ability to learn the proper processing of documents and/or artifacts to archival standards.
17. Skills including an understanding of finding aides, electronic catalogs and databases and



- the ability to create and implement any of the above.
18. Knowledge of, or ability to, learn and put into practice archival principles that are necessary to properly serve researchers at the facility and through telephone/email communication.
  19. Abilities associated with the training and supervision of interns with limited archival skills and volunteers with no archival skills.
  20. Ability to assist patrons with research requests in a professional and friendly manner.

### **Physical Requirements**

1. Ability to lift heavy material, push loaded book carts, and climb ladders. Manual dexterity.
2. Must have the ability to lift at least 50 lbs. unassisted.

### **Other Characteristics**

1. Willing to work overtime, nonstandard hours, weekends and holidays as required to complete work assignments.
2. Willing to travel out of County as needed.
3. Willing to attend meetings, conferences, workshops, and training sessions as related in assigned work area.
4. Must be willing to work in an environment that contains dust and/or mold.
5. Ability to work under stress of recurring deadlines.

### **Minimum Requirements**

1. Associate degree in Records Management with a minimum two (2) years' experience working in an archives or records management setting; or any equivalent combination of experience and training that provides the knowledge, skills, and abilities necessary to perform the work.
2. Possess valid driver's license and be insurable by the County's standards.
3. Experience using computers, especially word processing, and other office equipment.
4. Minimal keyboarding skills (25-39 wpm).