

Duty Statement Rank & File

☐ **Proposed**
(Submit to HR for
Review)
☒ **Final**

Print or type.
See Specific Instructions on page 2.

A. Current Position Number 785-302-2805-XXX	B. Probationary Period /JEP Period 6 Months	
C. Incumbent Name [REDACTED]	D. Classification/Job Title Archivist I	E. Date of Hire
F. Unit, Section, Division Reference Unit, Research Services Unit, Archives Division		G. Location ☒ Sacramento ☐ Los Angeles
H. Name of Immediate Supervisor/Manager Chris Garmire		I. Classification/Title of Immediate Supervisor/Manager Staff Services Manager I/ Manager for the Research Services Unit
J. Bargaining Unit (CBID) R21	K. Time Base ☒ Full Time ☐ Part Time ☐ Other	L. Tenure ☒ Permanent ☐ Permanent Intermittent ☐ Limited Term ☐ Intermittent ☐ Other
M. Work Schedule Monday - Friday	N. Work Hours Primarily 8:00 am – 5:00 pm but may vary based on workload.	
O. Background Check Required ☐ Yes ☒ No	P. Job Requires Driving Automobile ☐ Yes ☒ No	Q. Certification Required ☐ Yes Click here to enter text. ☒ No

Section II JOB DESCRIPTION

Indicate the major functions and associated duties, and the percentage of time spent on each (list higher percentages first). Essential functions assigned less than 5% should be combined with other task statements. The total percentage of all functions, including marginal, must equal 100%.

DESCRIBE THE ORIGINAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Manager for the Research Services Unit, the Archivist I serves as a member of the Reference Unit, which is part of the broader Research Services (RSV) Unit in the State Archives. This position provides reference services to patrons; coordinates with other Unit members on daily reference operations; and builds online exhibits and collections to further the mission of the Archives Division. This position will be knowledgeable of the State Archives collections to assist patrons in gaining access to collection materials in all formats; may assist with research for PRAs and subpoenas; ensure that copy and duplication orders are completed in a timely manner; and other duties as assigned. This position may serve as the lead or single point of contact (SPOC) for a project or may serve as a subject matter expert. This position may also provide guidance or training to Archivist Is,

student interns, or other staff. This position will constructively participate in division-wide initiatives to update public services, software, and tools to provide broader and more accessible public services; promote and give tours of the Archives for legislative, genealogy, and other research groups; prepare reports; or serve on working groups or the Acquisitions Committee to provide suggestions to the Archives Management Unit. This employee shall maintain good attendance, punctuality, and demonstrate respect and professionalism to internal and external stakeholders.

ESSENTIAL FUNCTIONS

- 45% ☒ Reference
Work in coordination with members of the Reference Unit to provide reference service for patrons, including but not limited to following agency-wide policies to provide excellent customer service; assisting patrons in gaining access to collection materials in all formats; referring patrons to other sources; answering reference inquiries; maintaining security within the Research Room; screening records for personally identifiable information (PII) or restricted information; answering correspondence or monitoring and responding to emails received through the ArchivesWeb email address; monitoring the line-up and completing final calls to researchers; assisting with research and responses to PRAs and subpoenas; and remaining knowledgeable about the collection.
- 30% ☒ Reference Administration
Coordinate with the Manager for the Research Services Unit and collaborate with members of the Reference Unit including but not limited to: 1) ensure that there is adequate coverage of public counters; 2) ensure that copy and duplication orders are completed in a timely manner; 3) collect statistics; update Research Rooms forms, policies, and procedures; develop and maintain research tools for the public and internal staff; remain abreast of laws governing public records and access; or other related duties.
- 10% ☒ Public Engagement and Collection Access Development
Conduct collection activities and public engagement development to further the mission of the Archives Division, including but not limited to: attending onsite/offsite and virtual events to promote the programs and collections of the Archives Division; developing content and delivering presentations or tours about the Archives Division's public services, the collections, and events; planning and/or facilitating special events; assisting with the development of partnerships with other institutions and government entities; coordinate with division partners with developing social media and website content; Assist with retrieving content for division exhibits and providing assistance in curation where appropriate. collecting statistics; and other related duties.

10%



Accessioning

Work in coordination with other State Archives staff to complete projects that relate to the accessioning of historical records in all formats, including but not limited to: receiving records in all formats; reappraising records to ensure that they fit within the State Archives' collecting scope; sampling records as needed and removing non-record materials; reboxing and relabeling records; screening records and documenting restrictions; recording accessioning information on appropriate forms and database entries; assisting with maintaining clean records stacks areas; and other duties as assigned.

Processing

Work in coordination with other State Archives staff to complete Unit processing projects that apply archival best practices, expanded screening initiatives, and More Product Less Process (MPLP) techniques to identify records for retention and addition to the collection, including but not limited to: creating accessioning records for control of newly received material; analyzing documents for historical significance; categorizing and determining arrangement of documents for filing and control purposes; developing indexing systems and box lists; compiling finding aids and guides to archival material; digitizing and editing digital files for placement online; creating and uploading descriptive metadata; providing basic preservation measures for records including reboxing, refoldering, and labeling; reviewing original laws for accuracy; and other related duties.

MARGINAL FUNCTIONS

5%



General

Professional activities including, read professional literature to keep abreast of current archival practices; attend required and job-related training, conferences, and meetings; represent the Office of the Secretary of State at professional meetings and symposia; provide tours; and prepare reports. Effectively organize and coordinate day-to-day work to ensure that all assignments receive the appropriate attention and that established timelines are met. Attend meetings; maintain annual plan and daily workload reports; answer phones, receive and respond to mail requests; and make photocopies and digitize records as needed. Appropriately refer existing or potential problems or issues to the supervisor and other duties as assigned.

Section III

EMPLOYEE/SUPERVISOR STATEMENT

You are a valued member of the Secretary of State's office. You are expected to conduct yourself professionally and work cooperatively with Unit members and others during the course of your duties to enable the department to provide the highest level of service possible. You are to adhere to all applicable state and federal laws, rules and department policies; and exercise good judgment in assisting Unit members and the public. Your efforts to treat others fairly, honestly and with respect are critical to the organization's mission and values.

EMPLOYEE'S STATEMENT: I HAVE READ AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND PERFORMANCE EXPECTATIONS OF THE POSITION AND DISCUSSED WITH MY SUPERVISOR. I HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION WITH OR WITHOUT REASONABLE ACCOMMODATION:

☐ YES

☐ NO (Notice HR to discuss possible reasonable accommodation)

EMPLOYEE NAME (PRINT FULL NAME) ➡	EMPLOYEE SIGNATURE ➡	DATE SIGNED ➡
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE.

SUPERVISOR NAME (PRINT FULL NAME) ➡	SUPERVISOR SIGNATURE ➡	DATE SIGNED ➡
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