



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ARCHIVIST II

Job Number: 20001065
Job Code: 50530V251016
Job Group: 5000 - LIBRARIES
Job Established: 06/16/1982
Job Revised: 10/16/2025

Grade: 14 Salary (MIN - MID):

\$22,602-\$33,903 - Hourly

\$3,672.84-\$5,509.24 - 37.5 Hr. Monthly Salary

\$3,917.68-\$5,876.52 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs advanced archival work in researching, appraising, arranging, describing, digitizing, cataloging, and preserving permanent public records and archival material to include highly specialized archiving of complex digital data; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a master's degree in library science, history, public administration, social science or a related field.

EXPERIENCE, TRAINING, OR SKILLS:

Two years of professional archival experience in one or more of the following areas: reference, appraisal, accessioning, description, preservation, or the arrangement of documents.

Substitute EDUCATION for EXPERIENCE:

Graduate Certificate in Archival Studies or Archives Management will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Additional professional archival experience in one of the above areas will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs highly specialized archiving of complex digital data including, but not limited to, creating and applying metadata and utilizing specialized archive software such as collection management, digital preservation, web archiving, or web accessible digital collections. Conducts electronic record data conversion, migration, and transfer, and creates and manages metadata. Researches, develops, and recommends repository services for digital records initiatives and web archiving. Works with state and local agencies to develop acquisition processes and obtain information used in the processing of electronic public records and develops and implements workflows and processes to preserve digital records transferred to the digital archives. Performs archival arrangement and description of the State Archives collection. Performs highly specialized archival of complex data including, original land patent series which consists of warrants, entries, surveys, and grants; city annexations and other changes within city government such as vacancies, resignations, and appointments. Creates and edits finding aids, metadata, and archival holdings information according to accepted archival standards. Writes written reports on activities and projects or other reports as needed. Maintain records on area activities and statistics. Disseminates information about archival work or archival collection. Assists with archival outreach projects. Accessions, appraises, arranges, and preserves historical public records and makes these records available for research. Assists onsite researchers in using the resources of the State Archives, Military Records, and Research Branch Collection and researches archival records and other sources to respond to telephone, mail, and email requests for information. Provides appraisal assistance to records management staff. Appraises records to be digitized and prepares identification targets for each record series. Plans and carries out special archival projects such as processing collections of records from state and local government agencies, compiling inventories of archival holdings, creating indexes, and using professional preservation techniques to conserve and protect records in archival collections. Accepts and completes assignments for special and/or time-sensitive projects. Disseminates technical information to state and local officials and directly assists them in appraisal, disposition, and preservation of non-current permanent records. Plans and prepares procedures for the maintenance of records and documents. Researches complex collection of the state's Military Records for the 18th, 19th and 20th Century including Professional, Scholarly, Genealogical and personal research. Serves as team lead in the creation of finding aides and indexing. Reviews research requests and works with other state agencies to ensure requests are answered in their entirety. Maintain proper records retention schedules to ensure proper record transfers. Plans, conducts, and coordinates training for lower-level archivists.

UNIQUE PHYSICAL REQUIREMENTS:

Work occasionally involves lifting heavy boxes and books (up to fifty pounds).

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in a library setting. May be exposed to dust particles or other substances typically found in library settings which may require the following of safety procedures.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.