



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### ARCHIVISTS

Class Title	Class Code	Pay Band	Alt Pay Band*
Archivists-B	I4011B	55	
Archivists-O	I4011O	60	
Archivists-A	I4011A	65	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

### Occupation Description

Appraise, edit, and direct safekeeping of permanent records and historically valuable documents. Participate in research activities based on archival materials.

### Nature of Work

Archivists collect, organize, and maintain control over a wide range of information deemed important enough for permanent safekeeping. This information takes many forms: photographs, films, video and sound recordings, and electronic data files in a wide variety of formats, as well as more traditional paper records, letters, and documents. Archivists maintain records to ensure the long-term preservation and easy retrieval of documents and information. They also work with specialized forms of records, such as manuscripts, electronic records, web sites, photographs, cartographic records, motion pictures, or sound recordings.

### Distinguishing Characteristics of Levels

*Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

### Basic

- Employees in this Role are responsible for the appraisal, arrangement, cataloging, description, and inventory of archival collections.
- Employees assist in the organization of permanent collections including historical documentation, photos, and films; and translate and interpret Spanish documents and records.
- Employees provide reference and answer routine to moderately difficult queries and perform routine preservation, copy editing, searching and updating of automated databases.

### Recommended Education and Experience for Full Performance

Associate's Degree in Archival Administration and Public History, History, Archaeology, or Library Sciences and four (4) years work experience in archiving or record keeping.

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### Minimum Qualifications

Associate's Degree in Archival Administration and Public History, History, Archaeology, or Library Sciences and two (2) years work experience in archiving and/or record keeping. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience.

### Operational

- Employees in this Role perform archival functions in order to organize permanent collections including historical documentation, photos, and films.
- Employees perform in-depth research to establish and verify historical facts; prepare written articles, reports, in house guides, finding aides, and other publications; locate documents for exhibition; respond to difficult reference questions in area of specialization analyze, arrange, and describe collections.
- Employees participate with local and state media to film archival documents and research historical films in response to requests from interested parties.
- Employees make presentations, prepare correspondence and monthly reports, translate and interpret Spanish documents and records.

### Recommended Education and Experience for Full Performance

Bachelor's Degree in Archival Administration and Public History, History, Archaeology, or Library Sciences and two (2) years work experience in archiving or record keeping.

### Minimum Qualifications

Bachelor's Degree in Archival Administration and Public History, History, Archaeology, Anthropology or Library Sciences and one (1) year work experience in archiving and/or record keeping. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling five (5) years may substitute for the required education and experience.

### Advanced

- Employees in this Role independently perform complex archival functions to include preservation, conservation, archival appraisals, on-site exhibit design, and scope and content descriptions.
- Employees perform complex research to establish; verify historical information and advise on the development of imaging, conservation and preservation projects; and catalog specialized material for inclusion in local area, statewide, and international databases.
- Employees appraise archival collections kept as permanent records to determine the function and authenticity and evidentiary value; provide technical assistance to researchers and interested parties regarding the history and archival collections.
- Employees prepare scope and content descriptions of archival collections; translate and interpret Spanish documents and records.

### Recommended Education and Experience for Full Performance

Bachelor's Degree in Archival Administration and Public History, History, Archaeology, or Library Sciences and four (4) years work experience in archiving or record keeping.

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### Minimum Qualifications

Bachelor's Degree in Archival Administration and Public History, History, Archaeology, Anthropology or Library Sciences and two (2) years work experience in archiving and/or record keeping. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

### Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

#### Knowledge

**Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

**History and Archeology** — Knowledge of historical events and their causes, indicators, and effects on civilizations and cultures.

#### Skills

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Speaking** — Talking to others to convey information effectively.

**Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.

**Social Perceptiveness** — Being aware of others' reactions and understanding why they react

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as they do.

**Time Management** — Managing one's own time and the time of others.

**Statutory Requirements:** N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 07/07/2001      **Revised:** 9/20/2011

*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*