

ARCHIVIST 3015

Distinguishing Characteristics of Work

This is responsible professional work in the Supreme Court Library managing the preservation program designed to ensure the protection, education outreach, and proper conservation of rare books, papers, and historical materials of the Florida Supreme Court, current and past justices, and the Florida judicial system. The Archivist will also be responsible for the rare books and archives, including acquisitions, conservation, records management and exhibit outreach. Other duties may include researching official records to compile the history of the Court; developing index methodology for locating materials; scheduling records for permanent retention; directing and providing technical assistance to judges, court staff and the public in referencing materials; directing and participating in activities associated with arranging records into a computer system for information retrieval; providing assistance to researchers in referencing records in the archives; and directing and participating in activities associated with the education of the general public and other agencies in approved archival practice and use of records in the archives. This position will also provide additional legal research support to the Court and its staff, as well as performing special projects as needed. Working relationships are established with Justices, library staff members, Supreme Court and OSCA staff members, historians, archivists, and staff at other state agencies, including the Florida State Archives, State Library of Florida, Museum of Florida History, Florida Supreme Court Historical Society and Florida State University Law Library. Work is performed under the limited supervision of the Supreme Court Librarian.

Education and Training Guidelines

A bachelor's degree from an accredited four year college or university with a major in history, library science, or one of the social sciences and two years of experience in the archival and conservation of library materials and / or records management.

A master's degree in history, library science or one of the social sciences may substitute for one year of experience.

Knowledge, Skills and Abilities

Knowledge of rare books and archival practices and procedures related to collecting, preserving, and cataloging rare books. Knowledge of windows based computer programs to create written records. Ability to plan for and make oral

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Knowledge, Skills and Abilities (con't)

presentations of educational programs to groups and individuals. Ability to probe and obtain critical facts. Ability to review and evaluate records. Ability to write reports, histories and other descriptions of public records. Ability to produce archival exhibit labels, catalog entries, brochure text, and informational articles directed toward all library patrons. Ability to use basic research skills to relate archival and rare book collections to Florida history in general and the state's legal history. Knowledge of records management techniques and principles. Ability to communicate effectively.

Effective: March, 2007