

# **Florida State Courts System Class Specification**

**Class Title: Archivist**

**Class Code: 3015**

[Pay Grade 20](#)

## **General Description**

The essential function of the position within the organization is to manage the Supreme Court Library preservation program to assure the protection and conservation of rare books, papers, and historical materials of the Florida Supreme Court, past and current Justices and the Florida Judicial System.

## **Examples of Work Performed**

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Maintains and develops rare books and archives collections through acquisition, conservation, records management, and education outreach.

Researches official records to compile a history of the Florida Supreme Court.

Develops an index methodology for locating materials.

Provides technical assistance to Justices, judges, court staff, and the public in referencing materials.

Directs activities for creating an automated information retrieval system.

Provides assistance to researchers using archives records and rare books.

Provides supplemental legal research support to the Supreme Court and staff.

## **Competencies**

### **Data Responsibility:**

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are

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intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on these data or information.

### **People Responsibility:**

Refers to individuals who have contact with or are influenced by the position.

Gives information, guidance, or assistance to people who directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.

### **Assets Responsibility:**

Refers to the responsibility for achieving economies or preventing loss within the organization.

Has responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management of a small division; handling objects of high value.

### **Mathematical Requirements:**

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition and subtraction, multiplication and division, and calculates ratios, rates and percents.

### **Communications Requirements:**

Involves the ability to read, write, and speak.

Reads professional literature and technical manuals; speaks to employees and other public and private groups; writes manuals and complex reports.

### **Judgment Requirements:**

Refers to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for the development of policies and procedures designed to protect and enhance accessibility to rare books and archives collections.

### **Complexity of Work:**

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

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Performs coordinating work involving guidelines and rules, with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.

### **Impact of Errors:**

Refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is moderately serious and affects work unit and may affect other units or citizens.

### **Equipment Usage:**

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles or uses machines, tools, equipment or work aids moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

## **Education and Experience Guidelines**

### **Education:**

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Bachelor's degree in history, library information science, or social science.

### **Experience:**

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Two years of experience in archival and conservation of library materials and/or records management.

### **Licenses, Certifications, and Registrations Required:**

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None