

Tre Hargett, Secretary of State

## State of Tennessee



Division of Human Resources and Organizational Development  
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Director

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### **JOB ANNOUNCEMENT**

**Archival Assistant 3 – Legislative Recorder/ Archival Processing Technician**  
**Tennessee Department of State**  
**Tennessee State Library and Archives**  
**Archival Collection Services**  
**Nashville, TN**

**Mission:** The mission of the Office of the Secretary of State is to exceed the expectations of our customers, the taxpayers, by operating at the highest levels of accuracy, cost-effectiveness, and accountability in a customer-centered environment.

**Supervisor:** Director of Archival Collection Services

**Summary:** Serve as legislative recorder and archival processor in the section responsible for the Legislative Recording Program and for archival acquisitions, processing, cataloging, and holdings management.

#### **Duties/Responsibilities**

- Record proceedings of the General Assembly and its committees by independently setting up and operating audio recording equipment to produce digital recordings and simultaneously creating log sheet guides to those recordings.
- Participate in barcoding and cataloging of archival collections; prepare preliminary inventories for archival collections.
- Prepare archival collections for microfilming.
- Fully process manuscript collections and state agency records as time permits.
- Perform data entry work; maintain statistics as required.
- Assist in the transfer of archival records to the Library and Archives.
- Assist with archival holdings management tasks within the Library and Archives, including performing assigned shifts as Stack Puller.
- Participate in group processing projects as assigned.
- Perform other duties as assigned.

#### **Minimum Qualifications**

##### **Education and Experience:**

- Bachelor's degree in History or a related field.
- Experience equivalent to two years of full-time office/clerical or library/archival work of which at least one year must have been in library work or the archiving and storage of original documents.

Knowledge and Abilities:

- Ability to work periodic Saturdays. Ability to work additional hours during legislative session, as needed.
- Experience with Microsoft Office is required. Experience with Microsoft Access or other databases is preferred.
- Exceptional organizational skills and attention to detail is preferred; technical knowledge of archival theory and practice is also preferred.
- Ability to learn automated procedures for legislative recording, digitization, and MARC catalog record entry for archival collections; necessitates good verbal skills, as well as the ability to compose a clear, concise, and coherent finding aid for collections processed.
- Should be able to exercise good judgment in evaluating situations and making decisions.
- Ability to interact well with government officials.
- A working knowledge of American, and especially Tennessee, history is preferred.

Physical Requirements:

- Ability to handle boxes and equipment weighing a minimum of forty (40) pounds.
- Good hearing, vision, and manual dexterity.

Health, safety and collections security:

- Assist the organization in creating a safe and healthy working environment by working safely with the equipment provided.
- Follow instructions given for health and safety purposes and immediately report any unsafe working practices or hazardous working conditions.
- Take whatever measures are necessary to protect the collections from loss, mutilation, or theft.

**Salary:** \$2,601 per month plus State of Tennessee benefits package

**To apply:** Please email your letter of interest and resume to the Division of Human Resources & Organizational Development, [sos.hr@tn.gov](mailto:sos.hr@tn.gov)