

Tennessee Secretary of State
Tre Hargett



Division of Human Resources and Organizational Development
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JOB ANNOUNCEMENT

Archivist I - Description & Access

Tennessee Department of State
Tennessee State Library and Archives
Archival Collection Services

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: Archivist 3 - Metadata Coordinator

Summary: Process and catalog complex archival collections and work with members of the Description & Access team to create and encode finding aids to make collections available to researchers online.

Duties/Responsibilities

- Processes manuscript collections and state agency record groups of increasing complexity and participates in group processing projects
- Arranges and describes archival materials in accordance with Describing Archives: A Content Standard (DACS) and other relevant archival standards; ensures DACS compliance for finding aids.
- Assists with holdings management activities, including serving as stack puller as assigned.
- As assigned, assists with the accessioning of manuscript collections or the transmittal of state agency records.

Minimum Qualifications

Education and Experience:

- Master's degree in Library/Information Sciences, Archives Management, Public History, or a related field from an accredited college or university.
- Experience equivalent to one year working with archival collections, library special collections, or records management.

- Experience in archival arrangement and description is required.
- Cataloging experience preferred.

Knowledge and Abilities:

- Knowledge of manuscript processing techniques including familiarity with DACS and EAD for finding aid creation.
- Ability to develop and maintain finding aids using contemporary tools in accordance with national standards.
- Knowledge of archival and preservation concepts, methodology, and techniques.
- Knowledge and understanding of the process and principles of records appraisal and disposition and the basic principles of archival theory and practice
- Demonstrated competency in spreadsheet, database, and word-processing skills
- Strong competency in English composition equivalent to that of a successful research paper at the graduate level
- Excellent oral and written communication skills and the ability to work collegially are essential.
- Ability to work in confined quarters and dusty or damp conditions for extended periods of time during the examination of neglected records storage
- Knowledge and experience with archival processing, including archival theory and best practices regarding arrangement and description, are required. Familiarity with DACS preferred.
- Project management skills and experience preferred.
- Ability to work periodic Saturdays for stack retrieval tasks.
- Highly motivated individual.
- Ability to work independently and with limited supervision.

Salary: \$47,000 annually plus the 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. Please include the job you are applying for in the subject line.