

Tennessee Secretary of State  
Tre Hargett



Division of Human Resources and Organizational Development  
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**JOB ANNOUNCEMENT**

**Supreme Court Records Processing Assistant (Part-time)**  
**Tennessee Department of State**  
**Tennessee State Library & 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:** Director of Archival Collection Services

**Summary:** Process historic Tennessee Supreme Court case files as part of a larger processing team. Tasks include document analysis, data entry, basic cleaning, and rehousing of case files.

**Duties/Responsibilities**

- Perform basic surface cleaning on case file documents, removing metal or other fasteners.
- Read and analyze each case for key descriptive information.
- Enter information into a Microsoft Access database which is searchable online.
- Rehouse cases in archival folders and boxes, keeping careful track of newly assigned box numbers.
- Some case files require handling of case exhibits, including 3-dimensional objects, photographs, maps, and other items requiring separate storage.
- Perform other duties as assigned.

**Minimum Qualifications**

**Education and Experience:**

- High school diploma and college-level coursework in Archives or related fields.

**Required Knowledge and Abilities:**

- Ability to decipher 18<sup>th</sup> and 19<sup>th</sup> century handwriting.
- Ability to quickly scan and distill information from large case files.

Preferred Knowledge and Abilities:

- Basic understanding of legal and judicial proceedings.
- Experienced descriptive writing skills: experience with cataloging/metadata is preferred.
- Ability to recognize topics, names, and organizations from Tennessee history.
- Familiarity with MS Access or other databases.

Physical Requirements:

- Ability to handle boxes weighing up to forty (40) pounds.

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 all measures necessary to protect the collections from loss, mutilation, or theft.

**Salary:** \$15.50/hour. This position is part-time.

**To apply:** Send your resume and cover letter to the Division of Human Resources & Organizational Development, [sos.hr@tn.gov](mailto:sos.hr@tn.gov). Please include the job you are applying for in the subject line.