



The Monroe County Human Resources Office is now
accepting applications for the following position:

ARCHIVES INTERN – COMMISSIONER’S OFFICE

\$15/hour | Temporary (21-35 hours/week)

Internship Length: 120 hours (Start date flexible)

Current County employees interested in this position must submit a bid sheet and resume to the Human Resources Office.

Notice: Employment with the County is contingent upon the successful completion and submission of a Criminal Background Check (<http://epatch.state.pa.us>), to be obtained at the candidate’s expense prior to the start date. Additional position-specific clearances may be required.

POSTED: 04/28/2026

REMOVE: 9/28/2026

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ARCHIVES INTERN

PURPOSE OF CLASSIFICATION

The purpose of this position is to assist with the management, preservation, and accessibility of historical and governmental records within the Archives. This internship provides practical, hands-on experience in archival practices in a local government setting, including exposure to physical and digital collections, records management processes, and public research services.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Assists with the organization, arrangement, and maintenance of archival collections; sorts and categorizes materials in accordance with established archival standards and procedures.

Performs records processing activities, including describing materials and preparing them for storage and access.

Enters and maintains data in archival databases; updates and verifies metadata to ensure accuracy and accessibility of records.

Assists in the creation and editing of finding aids and other reference tools to improve access to archival collections.

Conducts inventory and tracking of archival materials; updates records to reflect current locations and conditions of holdings.

Rehouses archival materials using appropriate preservation methods and archival-quality supplies.

Applies basic preservation techniques to paper-based and other historical materials to prevent deterioration.

Supports digitization efforts by scanning documents and assisting with digital file organization. Performs transcription of historical documents as needed to enhance accessibility and usability. Assists staff with responding to research inquiries and supporting local history research activities.

Provides general support for archival operations and assists with special projects as assigned.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Must be a currently enrolled undergraduate or graduate student in history, public history, library science, information science, or a related field. Demonstrates an interest in archives, records management, or cultural heritage work. Possesses strong attention to detail and organizational skills. Ability to handle historical materials with care and follow established procedures. Basic computer skills required; familiarity with spreadsheets, databases, or digital records systems preferred.

SUPPLEMENTAL INFORMATION

This internship may be structured to meet academic credit requirements, where applicable.

Work schedule may be flexible within standard office hours, based on departmental needs.

PERFORMANCE APTITUDES

Data utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data including exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships. Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations. Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as financial statements, statutes, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; may require the ability to perform mathematical operations with fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems such as supervision, and coordinating. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable,

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.