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

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8 RECORDS ARCHIVIST – COMMISSIONER'S OFFICE

$23.92/hour | Full-Time (18 hours/week)

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: 11/23/2026 **REMOVE:** OPEN UNTIL FILLED

MONROE COUNTY, PENNSYLVANIA
CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: RECORDS ARCHIVIST

FLSA: Non-Exempt

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage and preserve permanent and historic documentary materials linked to Monroe County's governmental operations while adhering to the guidelines stipulated in the County's Collection Management Policy and County Records Manual. This includes overseeing archival processes, facilitating public access, and providing advisory services if needed, and ensuring compliance with federal, state, and local laws.

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.

1. **Preservation and Management:**
    - Ensure preservation, availability, and dissemination of governmental documentary materials.
    - Adhere to archival industry standards for preservation, employing techniques and practices to safeguard both physical and digital documentation.
    - Administer conservation treatments when necessary to address damage and deterioration.
    - Carry out digitization processes following state-recommended guidelines to create digital copies of permanent records.
    - Exercise careful handling practices during all archival processes to minimize the risk of damage.
    - Develop strategies to mitigate potential risks posed by environmental factors, pests, and technological obsolescence, thereby ensuring the long-term preservation of materials.
2. **Archival Standards and Practices:**
    - Apply the Society of American Archivists content standard (DACS) to descriptions and cataloging for public access.
    - Assess records for acquisition, documenting cataloging, accessioning, and storage.
    - Lead record digitization efforts while implementing user-friendly accessibility strategies that align with state-recommended guidelines for electronic formatting of permanent records.
3. **Documentation and Proficiency:**
    - Conduct research, prepare accurate and timely responses, and oversee the comprehensive documentation of accessions, loans, transfers, and transactions to ensure a complete and accurate record of archival materials.
    - Possess a knowledge of archival principles and practices, encompassing both digital and non-digital records. This may include cataloging, metadata standards, arrangement and description of archival materials, and the maintenance of accurate and accessible finding aids.
    - Apply principles of appraisal, scheduling, and disposition to public records, evaluating the significance and value of materials to determine appropriate retention periods or disposal methods in compliance with legal and regulatory requirements.
    - Maintain knowledge of laws, regulations, and best practices pertaining to archival records, ensuring compliance with ethical standards and legal obligations.
4. **Policy Development and Best Practices:**

- Develop and implement comprehensive policies for industry-standard record management and compliance with legal requirements to safeguard the integrity and accessibility of archival materials.
- Promote best practices across the organization through the creation and dissemination of educational materials.
- Regularly communicate updates and changes to policies, processes, and procedures to departments, fostering transparency and ensuring consistent adherence to archival standards.
- Enhance operational efficiency by optimizing filing systems and integrating technological solutions that facilitate seamless records management.

5. **Grant Funding and Budgeting:**
    - Proactively identify and pursue grant funding opportunities to support the advancement of the archives' mission.
    - Adhere to annual budget to maximize the utilization of available resources.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

- A bachelor's degree in archival science, library information science, museum studies, information science, or history; Master's Degree in above studies preferred.

- Must possess and maintain a valid Pennsylvania driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

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 wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

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 colors or shades of colors, sounds, depth, texture, and 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.