

Job Class Profile: Archives Assistant**Pay Level: CG-21 Point Band: 340-363**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	2	2	3	4	2	2	2	1	3	
Points	93	33	19	19	60	43	41	21	32	361

JOB SUMMARY

The Archives Assistant performs technical work in the performance of conservation and restoration of archival holdings within the Provincial Archives. Applies various conservation and restoration techniques to ensure that archival material is restored and maintained in good condition. Work also involves assisting Archivists in shelving, gathering, sorting and arranging archival material.

Key and Periodic Activities

- Restores archival documents by dismantling either physically or through the use of fiber, repairing with pressure sensitive tape and fringe fibers and encapsulating documents with mylar.
- Conserves documents such as books, maps and photographs by cleaning with such methods as hand erasure, dry cleaning and chemical adhesive remover.
- Uses initiative and judgment in developing new cleaning techniques; applies process of de-acidification to determine acidity or alkalinity of material and applies solutions to neutralize prior to encapsulation. Collates material.
- Reproduces archival material using photocopier and microfilm printer; reviews material to determine best method of reproduction to do least damage to original document.
- Reshelves archival material, gathers archival material in the field, sorts and arranges such material under the direction of an Archivist.
- Assists with organizing and maintaining filing systems as well as shelving and retrieving records.
- Assists Provincial Archives staff with collections moving, inventory and flow of materials throughout the Archives.
- Assists with archival appraisal through follow-up with departments for clarification and additional information.
- Returns and re-files records in order to maintain accuracy of box contents and to ensure records security and confidentiality.

SKILL**Knowledge**

General and Specific Knowledge:

- Conservation and restoration techniques.
- Archival theory and practice.

Formal Education and/or Certification(s):

- Minimum: High School Diploma supplemented by completion of conservation course from the Canadian Conservation Institute.

Years of Experience:

- Minimum: 1 year experience in reprography and conservation activities.

Competencies:

- Computer skills.

Interpersonal Skills

- A range of interpersonal skills are utilized including listening to information from Archivists and Provincial Archives staff; asking questions to gain additional information and providing routine information as part of follow-up with Government departments for clarification and additional information regarding archival appraisal.
- Interaction occurs with employees within the immediate work area including Archivists and Provincial Archives staff; the Director of Provincial Archives and departmental staff involved with archival appraisal.

EFFORT**Physical Effort**

- Work demands do not typically result in fatigue, requiring periods of rest.
- Lifting and moving of collections is required within the storage areas of the Provincial Archives.
- Sitting, standing and walking are required to complete job tasks. Sitting is required to perform computer database work while standing and walking are required to shelve and retrieve records.
- Fine finger and precision work is required to complete database tasks and to perform technical conservation and restoration work on archival materials to ensure materials are maintained in good condition.

Concentration

- **Visual** concentration is required to perform technical conservation and restoration work on archival materials.
- **Auditory** concentration is required to interact with Archivists and Archives staff.
- **Repetition requiring alertness** is evident when sorting, shelving and retrieving archival materials.
- **Attentiveness** is required when applying conservation and restoration techniques to archival materials.
- **Eye hand coordination** is required to perform technical conservation and restoration work.
- **Exact results and precision** are required to ensure archival material is restored and maintained in good condition.

Complexity

- Work tends to include tasks and activities which are similar/related to the skills and knowledge utilized. Tasks are usually well defined and relate to the conservation and restoration of archival materials.
- Typical challenges relate to the application of various conservation and restoration techniques to ensure that archival material is restored and maintained in good condition.
- References available to address typical challenges include policies and procedures as well as Archivists and Archives staff.

RESPONSIBILITY

Accountability and Decision-Making

- Work is performed independently, under general supervision and within assigned objectives and priorities. Work is subject to review for quality of restoration and conservation techniques as well as against general divisional plans and objectives.
- Supervisory approval is required for leave requests.

Impact

- Work is performed independently, under general supervision and within assigned objectives and priorities. Work is subject to review for quality of restoration and conservation techniques as well as against general divisional plans and objectives.
- Results of work tasks and activities are directly felt within the immediate work area (i.e. Provincial Archives) and directly impact archival materials and information.
- Consequences of mistakes or errors are felt within the immediate work area as they would relate to the conservation and restoration of archival materials.
- Consequences of mistakes or errors are typically identified and resolved quickly.

Development and Leadership of Others

- Not responsible for the supervision of staff.

WORKING CONDITIONS

Environmental Working Conditions

- There is no requirement for any special precautions or safety equipment.
- Limited likelihood of minor cuts, bruises, abrasions or minor illnesses.
- Fractures, injury or occupational illness typically do not apply.
- Exposure to dirt/dust when working with archival materials. May be exposed to chemicals and related fumes while performing technical conservation and restoration work on archival materials.