

**Job Class Profile: Archives Technician II****Pay Level: CG-29 Point Band: 622-675**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	3	4	4	4	3	3	1	3	
Points	233	50	25	19	120	65	62	21	32	627

**JOB SUMMARY**

The Archives Technician II performs technical archival work with all formats of archival material to arrange, describe and make it available to the general public for research purposes.

**Key and Periodic Activities**

- Writes descriptions of archival documents, photographs, cartographic and architectural drawings, ephemera and other materials using the archival standard - Rules for Archival Description (Canadian).
- Researches primary and secondary historical sources for background information used in the clarification and writing of archival descriptions.
- Creates electronic documents and listings.
- Scans archival photographs and documents to the required standards for use with institutional database.
- Identifies preservation needs based on format and condition and performs basic preservation work including transferring archival materials into proper archival boxes and folders.
- Identifies materials requiring specialized preservation treatments by conservation staff.
- Appraises materials in the collections for Access to Information and Protection of Privacy (ATIPP), copyright issues and archival value.
- Makes recommendations regarding the disposition of non-archival materials and for description and conservation of archival materials including recommendations for required restrictions on materials with privacy issues.
- Provides support to exhibit team including the selection of materials, creation of reproductions and exhibit labels and assisting with the final arrangement of the exhibit and related events.
- Records details of new acquisitions in the Gencat database including descriptions of the materials acquired and personal information of the donor with updates to records as additional information becomes available.
- Performs physical retrieval and storage of collection materials within secure vaults.
- Supervises contractual and student positions and provides technical advice for archival description and use of related databases on request.
- Serves on committees as required.

## SKILL

Knowledge
<p><b>General and Specific Knowledge:</b></p> <ul style="list-style-type: none"> <li>— Archival standards such as Rules for Archival Description (Canadian).</li> <li>— Computer applications including Microsoft Office and archival databases.</li> <li>— Current archival trends and developments.</li> <li>— Research techniques.</li> </ul> <p><b>Formal Education and/or Certification(s):</b></p> <ul style="list-style-type: none"> <li>— Minimum: Undergraduate degree in Social Sciences (History, Folklore, Geography) supplemented by courses or workshops in ATIPP, Rules for Archival Description, Archival Appraisal, Basic Preservation Techniques.</li> </ul> <p><b>Years of Experience:</b></p> <ul style="list-style-type: none"> <li>— Minimum: 4 to 5 years.</li> </ul> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>— Technical and creative writing.</li> </ul>
Interpersonal Skills
<ul style="list-style-type: none"> <li>— A range of interpersonal skills are used to listen to information from others, ask questions to gather information and provide routine information related to archival work.</li> <li>— Interaction occurs with other technicians and senior archival staff including immediate supervisor to give and receive description assignments, feedback with required revisions on past work and advice on interpreting rules for archival description.</li> <li>— Some interaction occurs with employees in other departments, students, the general public when historical research is being completed and with professional associations regarding archival topics.</li> </ul>

## EFFORT

Physical Effort
<ul style="list-style-type: none"> <li>— Work demands do not result in considerable fatigue, requiring periods of rest.</li> <li>— Constantly required to lift and/or move archival materials up to 25 lbs. and regularly up to 50 lbs. with mechanized “lifts” and wheeled trolleys available for longer distances and larger quantities. Individual boxes and archival materials are transported by hand from storage to work areas.</li> <li>— Work requires constant sitting when writing archival descriptions, performing research, scanning documents and entering information into Gencat database. Standing, walking, climbing, driving and working in awkward or cramped positions occurs occasionally.</li> <li>— Fine finger or precision work is required when completing computer work such as research, entering archival information and writing archival descriptions.</li> </ul>
Concentration
<ul style="list-style-type: none"> <li>— <b>Visual</b> concentration is required constantly to gather information from archival materials such as text documents, photographs, maps, etc., to write archival descriptions. Microfilm is also</li> </ul>

utilized which can cause eye strain after long periods of use.

- **Auditory** concentration is utilized occasionally when reviewing archival material in audio format which may be of poor quality due to deterioration.
- Work involving **repetition requiring alertness** occurs regularly with sequential numbering and filing of a large amount of archival material, both manually and electronically.
- Work flow is generally flexible, however, **time pressures/deadlines, interruptions and a lack of control over work pace** occasionally occur due to institutional priorities for exhibitions and researcher demand.
- **Eye hand coordination** is required when working with fragile documents which could be easily damaged.
- **Exact results and precision** are required since incorrect labeling or filing of archival materials can result in lost materials.

### Complexity

- Work tasks and activities are similar/related in terms of the skills and knowledge required and tasks are usually well defined and repetitive.
- Work tasks may be different but related to technical archival work.
- Problems or issues tend to be well defined with obvious solutions or can be addressed by following procedures or guidelines such as determining the retention of items based on historical, intrinsic or social interest value.
- Archival documents are unique and require specific interpretation of the information available within the framework of archival rules of description. When an item is deemed valuable, the uniqueness of the archival record requires interpretation of the information contained in the item.
- References available to assist in addressing problems or issues include: Rules for Archival Description (Canada), internet sources including databases of other archives, in-house description and reference staff, existing archival materials, internal policies and procedures, Government acts and regulations, and the Association of Newfoundland and Labrador Archives Guide for Small Archives.

## RESPONSIBILITY

### Accountability and Decision-Making

- Work tasks and activities are moderately prescribed or controlled with the technician having full control over the archival description process.
- Tasks and activities are assigned and reviewed by the Descriptive Standards Archivist. Archival descriptions must meet institutional standards including Rules for Archival Description (Canada) and proper handling of archival materials must be maintained.
- Authority to appraise archival materials for conservation, storage and description and determine personal workflow within the priorities set by senior staff even though priorities may change which affects workflow.
- Discretion is exercised to interpret policy related to these restrictions and place any necessary restrictions on archival materials.
- Policy decisions are approved by supervisory personnel. Purchases and commitments on behalf

<p>of the organization require Director level approval.</p> <ul style="list-style-type: none"> <li>— Access restrictions may apply to archival materials due to physical condition of materials, privacy issues due to personal or confidential information, copyright legislation, etc.</li> </ul>
<p><b>Impact</b></p> <ul style="list-style-type: none"> <li>— Impact of work tasks can be felt within the organization and with the general public when conducting historical research as archival materials and information is used for personal interest, technical research, and legal challenges among other purposes. Errors in description writing and processing may result in information being unavailable to staff or archival researchers.</li> <li>— Work tasks and activities are moderately prescribed with work assignments and feedback regarding any required revisions received from senior archival staff. Work is regularly reviewed orally and visually to ensure descriptive standards are met, historical and factual information is accurate and writing style and content meet in-house standards.</li> <li>— Errors are often minor in nature and may cause an inconvenience to correct the error. However, errors in archival information may be significant if the information is being used for legal purposes.</li> </ul>
<p><b>Development and Leadership of Others</b></p> <ul style="list-style-type: none"> <li>— Not responsible for the supervision of staff.</li> <li>— Provides informal training as part of employment orientation or on-the-job training sessions to various levels of staff in the use of WEBGencat database and archival procedures.</li> <li>— May co-ordinate archival description writing activities among staff with various specialties.</li> </ul>

## WORKING CONDITIONS

<p><b>Environmental Working Conditions</b></p> <ul style="list-style-type: none"> <li>— Requires the use of breathing masks and cotton gloves when working with mouldy, dusty or contaminated materials.</li> <li>— Limited likelihood of minor cuts, bruises, abrasions or minor illnesses; fractures or injury or illness resulting in partial disability.</li> <li>— Occasionally exposed to dirt and dust, toxic substances, odours and sharp objects.</li> </ul>
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