

JOB DESCRIPTION

Benchmark Job #080

Ministry: Government Services
Branch: Archives and Records Services
Location: Victoria

Working Title:
Level:
Classification:

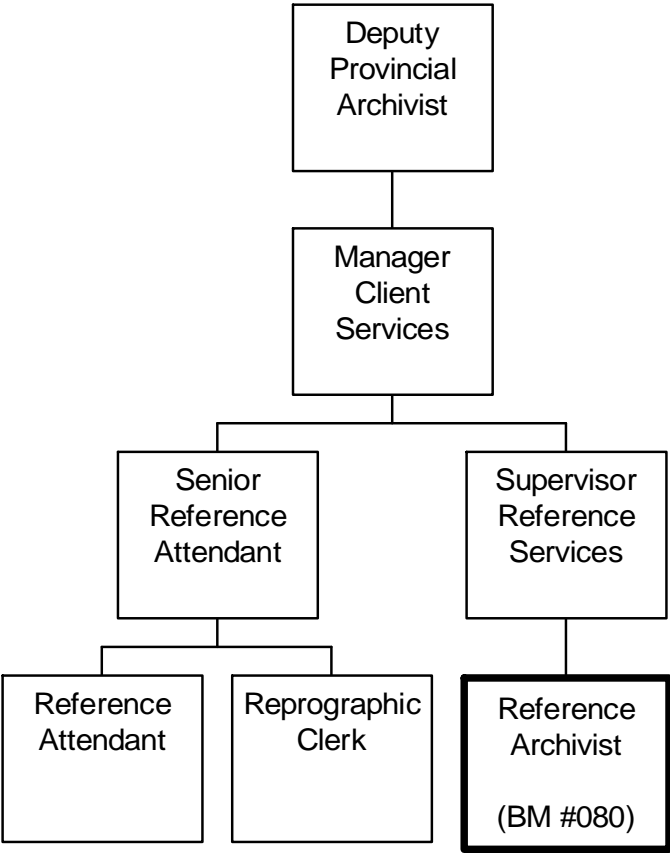
Reference Archivist
Range 21
Archivist

PRIMARY FUNCTION

To provide archival appraisal and reference services on government records held by the Branch.

JOB DUTIES AND TASKS

1. Provides archival appraisal services for the Appraisal and Acquisition Section
 - a. assesses the condition and determines initial archival value of records, documents and other materials
 - b. researches appraisal issues and reconciles inconsistencies in appraisal information
 - c. reviews the context, content and significance of records, documents and other materials
 - d. analyzes and determines the archival value and authenticity of information, records, documents and other materials
 - e. prepares appraisal reports, documents appraisal criteria used and enters information into computer database
 - f. stores or arranges for the disposal of records, documents and other materials
 - g. participates on records salvage team
 - h. develops procedures and policies for appraising government records
 - i. protects the original condition and order of archival material
2. Provides information services
 - a. exchanges information and responds to enquiries from clients, other staff, Ministries and the general public including interpreting and explaining the archival value put onto documents
 - b. assists co-workers with archival assessments
 - c. performs research on the location of records and certifies the authenticity of records
 - d. assists in preparing, conducting and analyzing client surveys
 - e. maintains and updates information relating to archives including reporting on legislative changes
 - f. assesses national initiatives relating to rules for archival description and how they affect appraising
 - g. interprets legislation to appraise archives
3. Performs other related duties
 - a. participates on various committees and on special projects
 - b. trains new staff on archival procedures and prepares research guides
 - c. participates in the creation or display of material for the public
 - d. maintains security of archives and storage area
 - e. arranges and provides public tours and distributes promotional material
 - f. signs for goods received



REASON FOR CLASSIFICATION

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of archival appraisal to analyze, adapt and respond to the historical value and authenticity of documents, records and other materials; interpret legislation to appraise archives and apply professional archival standards to appraise government archived documents, records and other materials for preservation or disposal.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to modify archival appraisal methods and approaches to determine the archival values of current documents, records and other materials; determines authenticity of historical materials and value of preserving.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange information needing an explanation of archival values and of appraisal decisions with staff, clients, ministries and public.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY Some coordination and dexterity required to input archival information on computer with minimal requirement for speed.</p>	B	10
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general archival policies and archival standards, applies accepted work methods in a different way to review, appraise and preserve archival material (i.e. documents, letters, reports, etc.).</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Financial responsibility to sign for goods received.</p>	A	5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to appraise government records, documents and materials for archiving or destruction.</p>	E	33

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to give informal guidance to train new staff on procedures.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility for own well-being and safety in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently visually scrutinize documents to determine archival value.	C	12
11	PHYSICAL EFFORT Moderate physical effort to occasionally lift and carry moderate weight boxes of records and files.	C	12
12	SURROUNDINGS Exposure to office setting with minimal disagreeable elements.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 718

Level: Range 21