

RECORDS ARCHIVIST POSITION DESCRIPTION
HANCOCK COUNTY COMMISSIONERS
Position is 35 hours per week

PURPOSE OF POSITION

Reporting to the Board of Commissioners, the Archivist will be responsible for providing archival and records management for all Hancock County offices and Elected Officials.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, develop, administer and maintain county records to meet the historical requirements.
- Provide technical interpretation and direction regarding retention policies and procedures, especially pertaining to the disposal, storage and retrieval of county records.
- Monitor the storage facility for the preservation of county records.
- Confer with the State Local Government Records Administrator, the County Records Commission and other county officials to ensure compliance and government requirements.
- Visits county offices to inventory county records.
- Prepare new or amended records retention schedules.
- Advise county personnel regarding the appropriate methods for the storage, retrieval and safe disposal of county records.
- Assists county officials with Public Records requests.
- Perform any other essential related duties as needed to ensure the effective and efficient operation of the county records department.
- Mainframe computer investigative expertise.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Bachelor's degree from an accredited institution, plus 3 years of relevant working experience.
Master's degree from an accredited institution not required, but desired.

MINIMUM PHYSICAL AND MENTAL ABILITY REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements

- Requires the physical ability to lift up to 50 lbs. and to operate a variety of office machines.

Hancock County is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer. This position requires a valid Ohio driver's license and a background check.

Please send resumes to the following email: lataylor@co.hancock.oh.us