

STAFF ARCHIVIST
CLERK OF CIVIL DISTRICT COURT
New Orleans, LA

JOB DESCRIPTION

Overview

In general, the staff archivist is responsible for the balance of preservation of and access to the documents of the office of the Clerk of Civil District Court for the Parish of Orleans. The Archivist also makes recommendations for preservation of and access to the records. The Archivist should create/maintain a plan for the office in the areas of preservation and access. Annually and upon request, the Archivist should submit to the Clerk a report on the activities and records received by the office, comparing the progress of activities to the general plan for the office and suggesting priorities. The Archivist is also responsible for community outreach and education through activities both on-site and off-site.

General Duties and Responsibilities

- Manage the protection of documents from the time of filing through indexing, binding, storage and use in reading rooms. Keep records on storage capacity of office. Allocate space for both incoming acts and existing bound volumes.
- In cooperation with the conservation team, oversee program of conservation and repair of bindings and pages.
- Make recommendations for preservation, repair, and storage of documents. This will include devising a plan for the office to follow, assisting with its execution, and reporting on progress.
- Report to Clerk on preservation needs of collection. Recommend procedures and preservation projects, assessing costs. This also includes maintaining a retention schedule including the proper removal per the timelines set in the schedule. Ensuring that the schedule complies with the laws impacting the Clerk's office.
- Oversee management of user community. Observe system of use and copying. Plan for security of records.
- Make disaster plans for office, allocating tasks for categories of staff. Oversee execution of plan in time of emergency. Order and maintain supplies for plan.
- Perform other duties as assigned or required.

Knowledge and Skills

- Demonstrate critical thinking and decision-making skills related to all forms of records in the context of business, government, public needs, scientific research, or the protection of cultural heritage.
- Understand the ethical and legal dimensions of archival work, including professional and social responsibilities for serving diverse groups and the public good.
- Ability to manage and preserve authentic and trustworthy records, as well as relevant materials, regardless of format.

Education and Experience

- Required: Must be a certified Archivist.
- Preferred: A Master's degree in Library and Information Science, Archives and Special Collections, Archival Studies or certification in an equivalent field of study.
- Preferred: Minimum of eight years of experience in an office, including supervisory experience, or an equivalent combination of education and experience.