



LIBRARY OF VIRGINIA

LOCAL RECORDS ARCHIVIST

Position #00206 (Full-Time), Pay Band 04

Library Specialist II; 29052

Salary Range \$42,000 (min) to \$55,000 (max) (commensurate with experience)

Open to the General Public

The Library of Virginia is seeking to fill a Local Records Archivist position in the Government Records Services Division. This position is responsible for carrying out the daily responsibilities that ensure the proper identification, arrangement, description, and conservation of moderately complex to complex chancery and miscellaneous records comprising the records of Virginia's Circuit Courts. This position facilitates public access to local government records collections through electronic finding aids and MARC records and promotes public use of local government records collections through outreach activities and professional development.

The Library of Virginia is an equal opportunity employer and is committed to hiring a diverse and inclusive workforce that is reflective of the Commonwealth of Virginia. To be successful in this position, in addition to the qualifications listed, you will need to value working for an agency that fosters a diverse, open, inclusive, team-oriented work environment. All qualified applicants are afforded equal opportunities without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability (except where physical requirements are a bona fide occupational qualification). Minorities, individuals with disabilities, veterans, and people with National Service experience are encouraged to apply.

This position is eligible for limited telework (not to exceed one day per week) after the first six months of employment.

BENEFITS

The Library of Virginia offers a strong benefits package complete with 12 paid holidays, annual leave, family and personal leave, paid sick leave, parental leave, short- and long-term disability, retirement, deferred compensation, flexible work schedule, and much more.

This is a restricted position based on available funding through non-general fund revenue. Restricted employees are eligible for the state employee benefits package (including leave, retirement, life and workers' compensation insurance). Restricted employees are not eligible for severance benefits or the provisions of the Layoff Policy, [DHRM Policy 1.30](#).

Qualified state employees may be eligible for student loan forgiveness through the Federal Public Service Loan Forgiveness Program (PSLF). As a full-time employee with the Library of Virginia, you may be able to take advantage of this program! Visit the Public Service Loan Forgiveness Program site at <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service> for more information including eligibility requirements.

CORE RESPONSIBILITIES

50% - Processing/Indexing

15% - Cataloging

15% - Digital Chancery & Infolinx Database Maintenance

10% - Conservation

10% - Outreach

REQUIRED QUALIFICATIONS

- Experience as an archivist at an entry level required;
- Considerable experience with current national archival and descriptive standards and best practices, including working knowledge of MARC format, EAD, and DACS;
- Considerable knowledge of state and local history and legal processes;
- Considerable knowledge of standard archival conservation guidelines;
- Demonstrated knowledge of Microsoft Office Suite with emphasis on database management;
- Demonstrated ability to learn new computer applications and skills quickly;

- Demonstrated ability to analyze, arrange, and describe collections accurately;
- Demonstrated ability to effectively search for, evaluate, and use information;
- Demonstrated ability to communicate effectively, orally and in writing;
- Demonstrated commitment to archival outreach and professional development; and
- Demonstrated ability to work effectively with diverse populations both internally and externally.

PREFERRED QUALIFICATIONS

- Considerable knowledge of Virginia state and local history and legal processes highly desirable;
- Master's degree in U.S. History, Library Science, or related field; and
- Formal training in archives administration preferred.

An equivalent combination of education, training, and experience may substitute for educational requirements.

APPLICATION INSTRUCTIONS

To apply, candidates must submit a completed Virginia state employment application online at <https://virginiajobs.peopleadmin.com/> for position #00206. **This position is open until filled. Applications will be accepted until a suitable pool of candidates is received. After 5 business days, this position may be closed at any time.** Questions should be directed to the Office of Human Resources at (804) 692-3586 or nancy.epperly@lva.virginia.gov. Please visit our website at www.lva.virginia.gov for additional information about the agency.

Fax, e-mail or mail applications will not be accepted. The online state application must contain all required information and fully respond to questions to be considered for this job opportunity. For assistance or computer access, please visit your local Virginia Employment Office or contact nancy.epperly@lva.virginia.gov or 804-692-3586.

In compliance with the Americans with Disabilities Act (ADA), the Library of Virginia will provide, if requested, reasonable accommodations to applicants in order to provide access to the application and/or interview process. If you require accommodations, please contact the Office of Human Resources at (804) 692-3586 or email nancy.epperly@lva.virginia.gov.

SPECIAL REQUIREMENTS

The Library of Virginia will record information from each new employee's Form I-9 (Employment Eligibility Verification) into the Federal E-Verify system to confirm identity and work authorization.

Sponsorship will not be provided for this position now or in the future. Confirmation of eligibility to work will be required at time of hire.

The selected candidate must successfully pass a criminal background check. A record of criminal history does not automatically bar an applicant from consideration.

Employment verification and reference checks, to include current/previous supervisors, will be conducted.

Yellow/Blue Cards – If you have been affected by Policy 1.30 Layoff as a state employee and possess a valid Interagency Placement Screening Form (Yellow Form) or a Preferential Hiring Card (Blue Card), you must submit this document BEFORE the closing date for this position. The document may be scanned and uploaded in the same manner as uploading a cover letter or resume during the application process, or it may be faxed to (804) 692-3587. Please include your name and the position number on the fax cover sheet and call to confirm receipt.