

ARCHIVES ASSISTANT I

Kind of Work

Technical work assisting the selection and preservation of non-current records of Government Agencies in the National Archives.

Distinguishing Features of Work

An employee in this class performs a variety of Duties assisting an Archivist in the selection and permanent preservation of non-current records of Government Agencies in the National Archives. Work involves conducting research in to the administrative history of Government Departments, the collation and arrangement of records for archival purposes and the preparation and maintenance of finding aids, guides and publications for reference purposes. Work is performed under the direction of a professional superior who reviews work for conformity to departmental policy through discussions and reports.

Examples of Work

Assists the Government Archivist in a variety of duties relating to the selection and permanent preservation of non-current records of Government Agencies.

Appraises non-current government and private records for their research value; classifieds, lists, catalogues and arranges records kept for permanent use and keeps and inventory of those destroyed.

Conducts research into the administrative history of government departments and collates data as an aid to the classification and arrangement of records.

Prepares different types of “finding aids” to archive holdings together with descriptive statements regarding subject matter, location and chronological span of individual series or classes, supplying cross references to related sources of information in other record groups.

Locates sources material required for official and scholarly use and carries out research in the Archives, including its microfilm holdings, preparing notes and reports for the needs of Government Ministries.

Guides and assists government agencies in their records management duties pertaining to holdings of non-current records, and accessions material selected for transfer to the Archives, and prepares retention and destruction schedules for approval.

Performs related work as may be required.

Required Knowledge, Skills and Abilities

Knowledge of the basic archival principles, techniques and procedures. Knowledge of the history of the West Indian and of Trinidad and Tobago. Knowledge of French and Spanish. Knowledge of the organization and functions of Government Ministries and Departments.

Ability to carry out research into the administrative history of Government Departments.

Ability to assist in the preparation of historical materials for publication.

Ability to work in dusty areas.

Ability to establish and maintain effective working relationships with other employees, representatives of other Government Departments and members of the public.

Minimum Experience and Training

Training as evidenced by a General Certificate of Education, Ordinary Level, with passes in five (5) subjects including English Language, West Indian History, French and Spanish supplemented by an approved course of training in archival work; or any equivalent combination of experience and training.