CITY OF NEWTON

Job Description

DEPT: CITY CLERK/LIBRARY

Job Title: **ARCHIVES INTERN**

Prepared by: City Clerk

Responsible for assisting the City's Archivists with arranging, describing, preserving, storing and providing access to Newton records with long-term, historical value. Collection consists of official town & city records.

Through these tasks, the intern will learn more about the History of Newton and how it is maintained. The intern will also learn strategies for making archival materials accessible and how to digitize images at archival standards.

ESSENTIAL ELEMENTS

- Assists the Archivists manage archives and records center in Newton Free Library, in coordination with the City Clerk.

- Assists the Archivists on working with other City Departments to coordinate the care and evaluation of records that are being archived by the department.

- Assists the Archivists with writing retention schedules, researching state retention periods as necessary.

- Operates computer systems and devices, telephone, standard office equipment and microfilm reader/printer/scanner and scanner.

KNOWLEDGE, ABILITY AND SKILL:

- Strong written and verbal communication skills
- Excellent attention to detail and organization
- Solid Research ability
- Experience with Microsoft applications
- Ability to lift medium-heavy boxes

LANGUAGE SKILLS: Ability to read and comprehend instructions, correspondence and memos. Ability to present information effectively, one-on-one, or in small groups, to citizens or employees of the City.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, decimals and percentages. Ability to apply concepts of basic algebra.

PHYSICAL DEMANDS: Work involves standard office setting, with ability to operate office equipment. Also involves work in inactive records storage areas. Both environments may involve exposure to dust and/or mold and may require the ability to lift boxes up to 40 pounds.

WORK ENVIRONMENT: Work is performed under typical office conditions, as well as in active records storage areas. May involve exposure to dust and/or mold and may require the ability to lift boxes up to 40 pounds. Noise level is quiet, except for routine interactions during the work day.