

MISSISSIPPI DEPARTMENT OF ARCHIVES & HISTORY
Archives and Records Services Division

MDAH Technician II

Starting annual salary: \$ \$25,190.00 plus benefits

Deadline for receiving applications: November 17, 2014

This position provides primary administrative support for the Archives and Records Services Division, Mississippi Department of Archives and History (MDAH). Ongoing responsibilities include the following: organize meetings, compile and assemble data for reports, draft correspondence and reports, maintain files and supplies, monitor division accounts and grants, assist with presentations and publicity, prepare meeting minutes, distribute mail, support donor activities, and maintain accurate records of expenditures, contracts, and staff. In addition, this position will assist with special projects and programs, conduct historical research, assist with activities of the Mississippi Historical Records Advisory Board, provide clerical support for the State Records Center and the Local Government Records and State Records committees, and contribute to other activities as requested by the division director. The individual may provide occasional assistance to researchers in Reference Services and will be scheduled to work six-eight Saturdays during the year. The incumbent may work individually or with other Division and MDAH staff.

Education and experience must meet the following criteria:

- An Associate's Degree and 1 year of related experience.
- Preferred qualifications include: Knowledge of Word, Excel, and Powerpoint; strong time management and organizational skills; excellent written and oral communication skills; administrative experience in an archives or library; experience using social media; the ability to lift and carry boxes weighing up to 40 pounds; the ability to work effectively both independently and as a team member.