



JOB ANNOUNCEMENT

Warehouse Clerk III, State Records Center

Archives and Records Services

Starting annual salary: \$23,162.85

Application deadline: July 28, 2021

The Mississippi Department of Archives and History (MDAH) seeks qualified candidates to serve as a warehouse clerk at the state records center in the government records section of the Archives and Records Services Division. This critical work involves the security and control of records of state agencies, boards, and commissions. Work involves the daily computer backup tape rotation, transfer of paper records for temporary storage, reference requests, and destruction or archival transfer of records in a secure and confidential manner in compliance with operational procedures and best practices.

The incumbent will be responsible to pick up, transport, stamp, affix barcode labels, barcode scan, shelf boxes, and shred records; occasionally return boxes to an agency; ensure boxes are properly identified and located in the warehouse; maintain a clean and safe work environment; inspect, operate, and fuel records center vehicles, keep a log of all work assigned and completed and report all information and documents to the warehouse manager as required. The incumbent will work primarily with paper records but may also be assigned to conduct daily computer backup tape rotation for state agencies on a strict schedule. Training on security and confidentiality of records will be provided and required. The incumbent may also provide support services and transportation of records to archival staff as needed.

Education must meet the following criteria:

- Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma) and one year of related experience.

Preferred qualifications include the following: Warehouse experience managing boxes of government records; demonstrated knowledge of current state records center methods and practice, including transmittals, reference requests, destruction, and archival transfer; experience searching a database for information; knowledge of Word, Excel, and SQL; excellent time management and written and oral communication skills; demonstrated positive customer service interaction; ability to carry out detail-oriented projects; a willingness to work sometimes with dirty materials; the ability to lift and carry boxes weighing up to 50 pounds; and the ability to work effectively both independently and as a team member.

To apply for this position, submit an online application via the Mississippi State Personnel Board, [linked here](#). For more information, contact the MDAH human resources office at 601-576-6865. The Mississippi Department of Archives and History is an equal opportunity employer.