



- Processes records of permanent value by conducting appraisal, implementing basic conservation procedures, and arranging and describing the records to facilitate access.
- Performs research using records stored in archives; arranges for exhibits of historical information from archives.
- Keeps, maintains and updates accurate files of the County Road Register
- Scans and archives certified road register files to Road Register database

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Considerable knowledge of archives and records management theory and practice
- Knowledge of applicable statutes, rules and policies governing the archiving and retention of records;
- Skill in appraising, arranging, categorizing and describing archival material
- Skill in word-processing and use of computer database applications
- Ability to handle the storage and retrieval of information in an accurate, consistent and thorough manner
- Ability to plan and complete projects under general direction
- Ability to communicate effectively orally and in writing
- Ability to work cooperatively and effectively with others
- Ability to lift and carry boxes of records weighing up to 30 pounds
- Ability to operate computer, shredder and microfiche reader/printer
- Ability to work safely.

**MINIMUM EDUCATION, TRAINING AND / OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS**

The Archive and Records Specialist should possess at a minimum a high school degree or GED with at least of five years' experience in administrative records management and storage; possess a Georgia Records Management Professional Certification or be able to obtain a certification within three years of employment.

**NECESSARY SPECIAL REQUIREMENTS:**

- Possession of a valid Georgia Motor Vehicle Operator's License

**SUPERVISORY CONTROL AND RESPONSIBILITIES:**

None

**TRAVEL**

The Archive and Records Specialist is required to travel minimally but may be required to transport records to Departments located inside Bibb County.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**LANGUAGE SKILLS**

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, employees, elected officials and the general public.

**MATHEMATICAL SKILLS**

Ability to work with basic mathematical concepts such as addition, subtraction, multiplication and division.

**COMMUNICATION SKILLS**

Must be able to effectively communicate orally and in written form in a professional manner in order to give or exchange information, resolve problems, and/or provide service. In addition this position requires extensive contact with other employees.

**REASONING ABILITY**

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance in order to store and locate the appropriate documents requested

**PHYSICAL DEMANDS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily an indoor office work area.

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*If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at [www.maconbibb.us](http://www.maconbibb.us). Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.*

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**