

Archivist

Clerk of Civil District Court for the Parish of Orleans

The Clerk of Court for the Parish of Orleans invites applicants for the position of Archivist for the Office of the Clerk. Under the supervision of the Supervising Archivist, the Clerk of Civil District Court and the Chief Deputy Clerk, the Archivist is responsible for the preservation of and access to the collection of the Office of the Clerk. The archivist oversees environmental planning, conservation, bookbinding preparation, reference and outreach services, collection descriptions, statistics, and space planning in the Land Records Division of the Office of the Clerk; and conservation planning and records management in both the Land Records and Civil Divisions of the office.

The Archivist manages the overall functions of the Notarial Archives Research Center, including daily reading room activities serving public requests, managing staff, seeing to the proper use and storage of notarial volumes and surveys, expanding finding aids, and offering occasional tours and seminars to groups and the general public.

The archivist compiles reports and makes recommendations in these areas for submission to the Supervising Archivist.

Essential functions include: maintaining general spreadsheets controlling the collection of bound notarial, conveyance, and mortgage volumes (including surveys of condition); supervising the preparation of acts for binding (including verifying digital images, condition, and recordation features); assisting with quality control of newly bound volumes; describing records; supervising departmental staff, responding to public inquiries, maintaining files and records, providing accurate and complete documentation of holdings, creating job descriptions, interviewing applicants, and performing related duties as required. The Archivist must have excellent working knowledge of Microsoft Office Suite, Photoshop, and related software.

Supervision Exercised:

The Archivist supervises staff in the Notarial Archives Research Center, in Bookbinding Preparation, and in Conservation.

Essential Duties and Responsibilities Includes the following:

Daily Reading Room Functions

1. Oversees the daily functions of the Reading Room at the Notarial Archives Research Center of the office of the Clerk of Court. Maintains the regularity of such procedures as researcher registration; book requesting, retrieval, and shelving; capturing and editing copies for user requests; cashiering; and the use and maintenance of office machinery.

2. Provides access to records for researchers using the Clerk's office unified scanning and indexing system, as well as legacy indexing systems of the office.
3. Develops in-depth knowledge of title research from current through colonial periods for purposes of reference service.
4. Develops familiarity with digital finding aids, contents of collection, whereabouts of volumes and systems of recordation and registration used in earlier periods.
5. Assists on a regular basis with copy and retrieval services for researchers in the Clerk's Archives Research Center

Bookbinding and Storage

6. Supervises bookbinding and the office bookbinding preparators, including the process of verifying digital scans of instruments, re-scanning and repair, compiling and printing metadata for volumes, and bookbinding records for vendor pickup, delivery, and invoicing.
7. Learns and understands the route of incoming instruments through the office and into various phases of indexing, recordation and storage. Keeps abreast and reports to Clerk on space needs for the collection.

Records Management

8. Functions as the Records Manager for the Office of the Clerk of Civil District Court. Acquires familiarity with state records management law. Acquires familiarity with the current state- approved records management schedule. Promotes implementation of the approved schedule for records series approved for disposal.

Procurement

9. Acquires familiarity with procurement protocol observed by the Office of the Clerk. Manages procurement and procurement requests for the Notarial Archives Research Center of the office of the Clerk of Court, Conservation, and Bookbinding.

Conservation

10. Assists with completion and updating of general preservation and disaster plans.
11. Identify priorities for conservation of records; devises and justifies conservation projects and compiles budgets for them; generate persuasive recommendations for projects.
12. Collaborates with staff in various departments in protecting records while planning for access and preservation.

FEMA Project

13. Acquires familiarity with the management of an ongoing Federal Emergency Management Agency (FEMA) grant-funded project within the Office of the Clerk of Court.

Hiring and Employment

14. Compiles employment descriptions
15. Receives applications for employment; maintains records of applicants
16. Conducts initial interviews with the Supervising Archivist of applicants deemed qualified; assists with and recommends subsequent hiring interviews to Chief Deputy Clerk.

Job Related and Essential Qualifications:

1. Planning and organizing.
2. Attention to detail.
3. Information collection and monitoring.
4. Problem analysis and solving
5. Superior writing and speaking skills.
6. Confidentiality.
7. Integrity.

Education and/or Experience:

1. Master's Degree in Archival Management or Library Science required. Knowledge of bookbinding, generally accepted archival principles and procedures, and the principles of book and paper conservation.
2. Membership in the Academy of Certified Archivists
3. Knowledge of relevant property recordation legislation.
4. Working knowledge of relevant computer applications.
5. Reading knowledge of French or Spanish preferred.
6. Familiarity with New Orleans history, architecture, geography, demographics, and the Civil Law of Louisiana preferred.
7. Word processing and ability to type 35 words per minute without errors.

Special Requirements:

Ability to communicate effectively, orally, and in writing.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Salary commensurate with experience.

Interested applicants should send cover letter and resume by email to hrclerk@orleanscdc.com or by mail to Human Resources, 1340 Poydras Street, Suite 400, New Orleans, LA 70112.