



NOTICE

Applications are being accepted for the following position:

Date of Notice	<u>September 20, 2022</u>	Salary Range	<u>\$3,200 - \$6,610/monthly</u>
Position Number	<u>K7554-92-10-20-301</u>	Position Title	<u>Records Archivist</u>
Department:	<u>Illinois State Archives</u>		
Work County:	<u>Sangamon</u>	County Code:	<u>084</u>
Location:	<u>Norton Building, Springfield IL</u>		
Work Schedule:	<u>500 MON-FRI/7.50 HR WORK SCHEDULE</u> <u>7.50 Hrs Per Day, Mon - Fri, 8:00 AM - 4:30 PM, 60 Min Lunch</u>		

Does this position require a valid driver's license or another type of licensure? Yes X No

DESCRIPTION OF DUTIES INCLUDING SPECIAL OR DISTINGUISHING FEATURES:

Under general direction of the State Records Manager, performs professional records management work involving monitoring, evaluating conducting inventory and appraisal of state and local government records; prepares retention and disposal schedules; conducts visits of state and local government agencies to gather information related to record retention schedules; researches laws and agency rules that impact public records; responds to inquiries from other state government agencies, private organizations and the public in regards to policies and procedures; Requires the ability to lift/carry and push/pull 0-50 lbs. Requires the ability to travel and possession of a valid Illinois Driver's License.

For information regarding the our testing procedures please visit our website:

<https://www.ilsos.gov/departments/personnel>

or contact one of our Job Counselors at:

Department of Personnel
Howlett Building
Room 113
Springfield, Illinois
(217) 782-4783

Department of Personnel
17 North State Street
Suite 1276
Chicago, Illinois 60602
(312)793-5515

This notice expires 14 calendar days from the date of posting.