



JOB DESCRIPTION

Job Title: Archival Assistant	Department: Corporate Services
Reports to: Dundas County Archives Archivist	Work Hours: 35 hours per week
Wage Level: \$17.50-\$20.50	

Position Profile:

Reporting to the Archivist, the Archival Assistant assists in organizing, displaying, and cataloguing the historic records of the community and preserving the County's documentary heritage.

Key Duties/Responsibilities/Activities:

- Caring for the Dundas County municipal records.
- Accepts donations from the public, businesses, and organizations, and arranges, describes, and reformats archival records for preservation and accessibility purposes.
- Basic conservation is performed on records as required, and assistance is provided to researchers using the archives.
- Assists in conducting document research for the municipality upon request.
- Assists in creating displays to promote local history.

Education/Experience/Aptitudes:

- Prior experience working in an archives is an asset.
- Experience in historical and genealogical research, including knowledge of research methods and resources.
- Experience in either library cataloguing or archival organizing, arranging, and describing.

- Experience in handling fragile archival records according to best practices.
- Experience in working with computers, including word processing, spreadsheet and database software.
- Experience in working with digital cameras or scanners.
- Experience communicating and working with the public.
- Experience reading cursive writing.

This job description is intended to summarize the responsibilities of the job and is not a comprehensive list of all duties to be performed.