**Archives and Records Center Assistant**

**Portland Archives and Records Center: Archives and Records Center Assistant**

Are you interested in archives, information management, library science, history, or public administration? The City of Portland Archives and Records Management division is hiring students or recent graduates who are seeking hands-on experience working with historical records.

The City of Portland Archives and Records Management division was created in 1977 and is a part of the City Auditor’s Office. The program is one of the oldest municipal archives and records programs in the U.S. The responsibilities of this program include managing the City’s historical records research room, operating a records center, developing records retention schedules for City offices, administering the City’s electronic records management system, and serving as an expert on all issues surrounding the management of public records. While the focus of **Archives and Records Center Assistan**t does not encompass all aspects of the program’s mission, candidates are exposed to a wide range of information management tools and techniques.

Those hired for the position of **Archives and Records Center Assistant** will gain experience in a variety of duties including preserving and cataloging historical records and assisting the reference team who work to provide public records access to researchers.

**CITY OF PORTLAND**

**Equal Opportunity Employer**

**Job Title**: Archives and Records Center Assistant

**Contact Person:** Diana Banning

**Email:** diana.banning@portlandoregon.gov

**Phone:** (503) 865-4110

**Address:** 1800 SW 6th Ave., Suite 550, Portland, OR 97201

**Pay:** $11.25 per hour.

**Benefits:** This position is considered a casual appointment with no benefits outside of Sick Time, as defined by City Administrative Rule ADM-19.01 <https://www.portlandoregon.gov/citycode/article/484440>

**What we are looking for:**

People who have a strong customer service ethic will do well here. The work can vary from an independent project that requires focus, applied skills, and attention to detail, to professional interactions with the public. Because this is an opportunity to learn as you go, inquisitive minds are appreciated. Previous experience is always welcome, but attitude and aptitude is our focus when looking for new members to the team.

**Description of Duties:**

* Assist with a variety of projects pertaining to historical and non-active governmental records.
* Duties may include, but are not limited to preserving and cataloging historical records, record retrieval and re-file services, assisting with research, and providing assistance to the Research Room.

**Requirement/Skills:**

* Ability to lift 35 lb. boxes, climb 10’ ladders, and access boxes from all levels of records center shelving.
* Must have excellent organization, communication, and analytic skills;
* Data entry skills and a familiarity with typical computer applications;
* Ability to take direction, follow procedures, and to work independently.
* Applicants are required to pass a criminal background check before employment can begin.

**Work Schedule:**

* Office hours: 8:00 a.m. to 4:30 p.m. Monday through Friday.
* The Research Room is open Mon, Tues, Fri 9-1, and Wed, Thur noon-4.
* Work schedules are based around the hours the Research Room is open and may require some flexibility regarding days and times.
* The number of work hours per week is negotiable, but will not exceed 24 hours.

**To Apply:**

Please apply via email to [diana.banning@portlandoregon.gov](mailto:diana.banning@portlandoregon.gov) and attach a resume and cover letter. Your cover letter should include the reasons for your interest in this position.

**This position is open until filled.**