

Data Entry Clerk (Part-time, contract work)

The Mississippi Department of Archives and History is seeking part-time contract employees to assist the Historic Preservation Division in maintaining the archaeological site file by completing data entry into the site file database. A comprehensive historical agency, the department collects, preserves, and provides access to the archival resources of the state, administers museums and historic sites, and oversees statewide programs for historic preservation, government records management, and publications. In accordance with the National Historic Preservation Act, MDAH maintains the archaeological site file, a record of archaeological resources in the state.

The positions will be compensated at a rate of \$15.00 per hour, up to 25 hours per week. Work hours are negotiable between 8 a.m. and 5 p.m., Monday through Friday.

Job Responsibilities:

- Maintains database by entering new and updated archaeology site file information.
- Prepares source data for computer entry by compiling and sorting information.
- Works with the Chief Archaeologist to establish data entry priorities.
- Processes source documents by reviewing data for deficiencies.
- Resolves deficiencies using standard procedures or returns incomplete documents to the team leader for resolution.
- Enters data by inputting alphabetic and numeric information on the keyboard
- Maintains data entry requirements by following data program techniques and procedures.
- Verifies site file data by reviewing, correcting, deleting, or reentering data.
- Purges files to eliminate duplication of data.
- Maintains operations by following policies and procedures and reporting needed changes.
- Protects significant archaeology sites by keeping information confidential following state and federal law.
- Contributes to team effort by accomplishing related results as needed.

Minimum education and experience requirements:

- High school diploma or equivalent
- Previous data entry or office experience preferred.

Preferred education and experience requirements:

- A Bachelor's Degree from an accredited four-year college or university in archaeology, anthropology, history, or a related field, or a student seeking a degree in one of these fields.
- Previous experience with ArcGIS.

If you would like more information about this position, please contact the MDAH human resources office at 601-576-6865. To apply, submit a resume, statement of interest, and references to Shelby Tipton, human resources director, at stipton@mdah.ms.gov.

The Mississippi Department of Archives and History is an equal-opportunity employer.