

Cultural Resources Specialist II, Government Records

Archives and Records Services

Starting annual salary: \$33,600.00

Application deadline: January 27, 2023

This Mississippi Department of Archives and History is recruiting a Cultural Resources Specialist II to serve in the government records section of Archives and Records Services. This position will serve as the records management point of contact for all state agencies, boards and commissions. A successful candidate will provide outreach, training, and technical assistance to state government employees regarding records management best practices, and develop records retention schedules for presentation to the state records committee. Retention schedules are developed with the agencies and the candidate must conduct research of applicable federal and state laws, statutes, and regulations.

This individual will:

- Evaluate existing retention schedules.
- Draft and propose new or amendments to retention schedules.
- Provide technical assistance to state agencies regarding records management.
- Maintain retention schedules database.
- Manage records projects as assigned.
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To be successful in this position, the candidate must be able to think analytically, understand and have records management knowledge, and perform data entry and database queries.

Education and experience:

Candidates should possess a Bachelor's Degree and two years of related experience. Preference will be given to candidates with records management experience, experience with database queries, and spreadsheet creation and analysis.

To apply for this position, submit an online application via the Mississippi State Personnel Board. For more information, contact the MDAH human resources office at 601-576-6865.

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