



Office of Bedford County Human Resources  
1 Public Square Courthouse, Suite 10 I  
Bedford County Mayor's Office  
Shelbyville, TN 37160

Bedford County Archives Dept.  
Archives Clerk/ Part-time

#### Definition

The employee will be a clerk with the Archives the duty could be as a clerk at the Bedford County Courthouse on the day shift 9 am – 2 pm no lunch break but you can eat in the office. Monday thru Thurs. Days and hours will not vary and you must be very dependable. Clerk will report to the Mayor. Must oversee the Archives by keeping regular office hours and assisting the public with research questions.

#### Work Environment

The employee will operate a variety of equipment including but not limited to a computer, copier, fax, phone, mail. Part time with no benefits. Archives is located in the Courthouse on the first floor inside the vault.

#### Essential Job Requirements

- Must be at least 21 years of age.
- Must have high school diploma or GED
- Must have clean background check (including no order of protections, restraining orders, late child support, DUI, etc.)
- Be willing to take a drug test
- Integrity, honesty and ability to work under stressful conditions required.
- Must be able to Multi-task and work a computer, phone, with public, etc.
  - Excellent organizational skills with accuracy and perseverance
  - Ability to work both cooperatively and independently, with initiative and good judgment
  - Demonstrated appreciation and enthusiasm for history
  - Ability to communicate effectively with staff and public
  - Strong written, verbal and interpersonal communication skills
  - Ability to consistently enforce policies and procedures to ensure the effective and efficient storage, retention, release and disposal of records.
  - Ability to learn new technologies quickly and effectively
  - Working proficiency in Word and Excel
  - Must be able to open a combination safe

**Physical Demands:** Must have vision adequate to see small, faint print on old documents; must be able to tolerate dusty conditions; must be able to lift 40 -50 pound books and boxes.

**Duties:**

- Ensure that all records and other documents are properly identified, cleaned, organized, stored and indexed for future reference.
- Assist on-site researchers.
- Answer phone, mail and email queries.
- Attend Public Records Commission Meetings
- Scheduling and conducting tours of the Archives
- Create and maintain searchable computer databases for all materials
- Perform related duties as required

Bedford County is an Equal Opportunity Employer

Application Deadline

All applications must be submitted by hand or mail to HR dept. no later than **Nov.15, 2016** or apply online at [www.bedfordcountyttn.org](http://www.bedfordcountyttn.org) or to print the employment application.

Printed applications may be mailed or delivered to:

HR Department- Attn. Anita Epperson, HR Director  
1 Public Square, Suite 101 - Bedford Co. Mayor's Office  
Shelbyville, TN 37160

