

**Archivist**  
JAC: 1001474

**The Wisconsin Department of Veterans Affairs**  
*"Making a difference in the lives of Wisconsin Veterans"*

The Wisconsin Department of Veterans Affairs is seeking a qualified individual to serve as an Archivist for our Veterans Museum. This position contributes to the historical programs of the museum by making available organized manuscript collections, writing materials for newsletters, promoting recently processed collections, and working effectively with other museum professionals.

**Salary:** Starting salary will be \$18.147 per hour (13-1), plus an excellent benefits package. A six month probationary period is required.

**Job Duties:** Under the general supervision of the Museum Director this position has overall responsibility for creating physical and intellectual control over incoming manuscripts and governmental records in all formats and media for purposes of public access and for permanent preservation. The position entails analyzing the context and content of a wide variety of unpublished collection materials that may be treated according to archival rules, and making and implementing decisions regarding how they should be organized, related to each other, indexed, housed, and described to enable their use for research purposes by external and internal users. Primary responsibilities include the physical stabilization of materials, organization, inventorying and cataloging, pertinent research, collection housing, secondary donor contacts, and collections space management.

**Special Note:** Due to the nature of the position, the Wisconsin Department of Veterans Affairs will conduct background checks on applicants prior to selection.

**KSA:** This position requires knowledge of archival principles, practices, and literature; graphic, audio, and moving image formats and with the metadata requirements for their access and preservation; Wisconsin, United States, and world military and veteran's history; principles and practices of museum, library, and/or archives; including cataloging, preservation, access, and display; and computer tools; including archives automation applications, office applications, and internet browsers. Also required is the ability to analyze written content and render analysis in written format; write clearly, concisely, and fluently to tailor descriptions to the materials being described; communicate effectively with people from a wide variety of ethnic, educational, and class backgrounds; prioritize and manage multiple projects simultaneously; as well as read and handle archival materials in varying stages of preservation.

**How to Apply:**

**Apply online at <http://Wisc.Jobs>!** The online application process has 7 steps.

- **Step 1:** Create an account or enable your existing account if you have applied for State jobs in the past (If you have already created an account you should log in to the system and skip to Step 2). Search for Job announcement 1001474 and go into the announcement.
- **Step 2:** Preview and print the exam now, prepare your responses to the exam, and then return to apply after your responses have been prepared.
- **Step 3:** Search for and open the job announcement. Click on "Apply Now" at the top or bottom of the screen. Review the information in the "My Job Application", make any necessary updates and click on "Submit Personal Information."
- **Step 4:** Complete the information on the Employment Information and Preferences screen. This must be completed to apply for this recruitment. Once complete click the "Update Employment Preferences".
- **Step 5:** Attach your resume to your application. If you don't have a resume downloaded to your job cart yet, follow the instructions on the page to do so.
- **Step 6:** At the "Application Detail" screen click on the "View Exam Option" button, and then the "Take Exam" button on the next screen.
- **Step 7:** When you have completed the exam click "Finalize".

Your responses to the questions are considered an examination and will be used to determine your eligibility for this vacancy. Resumes are not scored and will not be accepted in lieu of exam materials. Exam materials will be screened and those most qualified will be invited to continue in the selection process. Deadline to apply is August 13, 2010.

If you have problems with or are unable to complete the online application process, contact Steve Janisch by phone at 608-266-3344, or email at [stephen.janisch@dva.state.wi.us](mailto:stephen.janisch@dva.state.wi.us).