WORK STUDY PROGRAM – POSITION DESCRIPTION FORM

Personnel Department: Contingent Workforce Programs

JOB # **25-2009**

Department **Legislative** Number of Positions 1 Wage $15.78

Job Title Research Aide Location City Hall, Seattle Office of the City Clerk and Municipal Archives 600 4th Ave

Start Date 10/2009 End Date 6/2010 Work Scheduled Between 8:00 AM 5:00 PM

Minimum 5 Hours/Week and Maximum 19 Hours/Week Summer Schedule _____ Hours/Week

Special Work Scheduling Requirements _____

SUMMARY OF WORK TO BE PERFORMED: Assist the Clerk's Office, Information Management and Services Unit in preparing official, archival City records for imaging; data entry into Access databases; indexing audio recordings; assisting with various records management projects under the Clerk and Archives, including inventorying large collections. Administrative work requiring attention to detail and focus.

DUTIES STATEMENT: Describe the work in detail. List duties in their order of importance and include in the left column an estimate of the percentage of work for each duty.

% of time		
25	1)	Processing records including preparation for imaging under supervision of Information Manager.
25	2)	Indexing archival audio recordings of City Council meetings and other audio/visual records.
20	3)	Researching data in Legislative and Archives databases, including for quality control reports.
20	4)	Inventorying physical and digital records, and data entry into various types of databases.
10	5)	Other tasks as assigned.

EDUCATIONAL BENEFITS TO BE DERIVED BY WORK STUDY EMPLOYEE:
Understanding municipal legislative process and records, basic knowledge of archival functions, history of Seattle and municipal Government, basic knowledge of scanning and cataloging, improved skills in data entry and general computer use.

MINIMUM QUALIFICATIONS: Education, skills, abilities, and/or experience sought. Please explain.
Familiarity with personal computers. Experience with historical or related types of research. Ability to lift 35 pound boxes. Must have work study funding through college/university's financial aid package (proof required).

DESIRED QUALIFICATIONS:
Major in history, library science, or related field. Familiarity with database management and word processing software.

DESCRIBE ANY TRAINING REQUIRED AFTER EMPLOYEE IS HIRED:
Training in use of Information Management and Archives databases, training in handling archival records.

EXPLAIN THE TYPE OF SUPERVISION/GUIDANCE GIVEN THIS EMPLOYEE:
General supervision of project tasks, and training and supervision in software applications. Direct quality control checking of detail work.

Application Instructions:

Send your resume and school's referral/authorization form (it should have your work study award amount as well as your work eligibility dates) to cwp@seattle.gov or fax to 206-684-5809. **Include the position title, job # (25-2009), department, and your e-mail address. **Please do not apply until you have a 2009-10 work study referral/authorization form from your college/university.**

Positions are open until filled so apply as soon as you receive your 09-10 academic year work study form.
We only hire students with WA State work study funding. Questions? Call 206/684-8088.