

Position	Reference Services Specialist
Library/City	Mississippi Department of Archives and History
Date Posted	12/18/2023
Date Expires	01/08/2024
Date Available	Thursday, February 1, 2024
Responsibilities	<p>The Mississippi Department of Archives and History seeks a reference services specialist to serve in the Archives and Records Services Division.</p> <p>Responsibilities of this role include:</p> <ul style="list-style-type: none"> <li>Researching and responding to written queries from the public using genealogical, historical, online, and archival resources.</li> <li>Responding to the questions of state agencies and officials requiring extensive research.</li> <li>Assisting telephone, email, and onsite patrons.</li> <li>Providing concise and accurate information in a courteous, timely manner.</li> <li>Presenting well-organized and informative public presentations on topics relating to the Archives and Mississippi history.</li> <li>Accurately registering incoming reference requests, orders, and monies into appropriate logs and computer databases using established section procedures.</li> <li>Shelving books and microfilm materials.</li> <li>Registering new patrons.</li> <li>Participating in research projects.</li> <li>Periodically representing the section at public functions.</li> </ul>
Requirements	<p><b>What you'll need to be Successful</b></p> <p>The ideal candidate should possess knowledge of Mississippi history, have experience in library or archival public service, and be capable of delivering compelling public presentations while communicating with proper grammar and punctuation. Additionally, proficiency in Microsoft Word and PowerPoint is required, along with strong interpersonal skills and the ability to display confidence, patience, and empathy in stressful or high-pressure situations. The candidate must also be able to lift forty pounds, demonstrate excellent time management skills, and work effectively independently and as a team member.</p> <p><b>Preferred Qualifications</b></p> <p>This role typically requires a Bachelor's Degree and two to four years of experience. Applicants with degrees in humanities-related fields, particularly history or library information science, will receive additional preference.</p>
	<p>Salary range: \$33,000- \$38,640</p> <p><b>Health/Prescription Insurance</b></p> <p>Eligible employees have the opportunity to participate in the state's health and prescription insurance program. Employees may select either single or family coverage with affordable co-payments. More detail can be found at Know Your Benefits.</p>

## Salary & Benefits

### Wellness Benefits

Employees are eligible for a wellness and health promotion program. This plan provides annual benefits for certain services with first-dollar coverage with no deductible.

### Life Insurance

All eligible employees receive an actual term life insurance policy upon employment. The policy coverage is two times the employee's annual salary to a maximum of \$100,000. More detail can be found at Life Insurance Choices.

### Optional Insurances

Many agencies offer discounted premiums for dental, vision, and cancer insurance.

### Flexible Spending Accounts

Many state agencies provide opportunity for employees to participate in pre-tax spending accounts. These accounts allow employees to withhold childcare expenses and unreimbursed medical expenses prior to application of state and federal taxes.

### Paid Personal Leave and Sick Leave

Full-time employees receive paid time off for personal needs and for sick leave. Leave begins accruing after one month of employment and may be used as it is accrued. Employees earn approximately 18 days of personal leave annually and 12 days of sick leave annually.

### Military Leave

In accordance with federal law, all employees serving in the armed forces or the military reserves are entitled to 15 days per year for military training.

### Holidays

Employees receive up to 10 paid holidays to enjoy many of our nation's celebrations with family and friends.

### Retirement Programs

The State of Mississippi provides all its employees a Defined Benefit/Defined Contribution Retirement Program. Employees become vested in the State's retirement system after 8 years of employment. Both you and your employing agency contribute toward your retirement. More detailed information regarding the State's retirement program can be found at <http://www.pers.state.ms.us>

### Deferred Compensation

State agencies offer several opportunities for their employees to participate in a deferred compensation voluntary retirement savings plan. More information can be found at Deferred Compensation.

### State Credit Union

All state employees are eligible to participate in the Mississippi Public Employees' Credit Union. This organization offers state employees special savings and borrowing plans. For more information about this program, call 601.948.8191.

### Tuition Reimbursement

Many state agencies provide opportunities for their employees to achieve higher education through tuition reimbursement. Common programs include medical and nursing fields, accounting, and business/administrative fields.

### Career Development and Training

The Mississippi State Personnel Board offers several management and administrative certification programs, as well as professional development courses to enhance employee value to the agency. Individual agencies also offer technical training and allow membership in professional organizations to employees in their specific fields of employment.

### Promotional Opportunities

Employees who have completed 6 or more months of service are eligible for promotional opportunities within state government employment. Minimum qualifications must be met.

### Career Ladders

Many job classifications provide career-ladder opportunities based upon attainment of competencies. These career ladders can increase an individual's salary, provided funds are available within the agency.

Contact

Laura Rawson, Personnel Officer, lrawson@mdah.ms.gov

<https://www.governmentjobs.com/careers/mississippi/jobs/4317897/cultural-resources-specialist-ii?keywords=Cultural%20Resources%20Specialist%20II&pagetype=jobOpportunitiesJobs>

Location (Library or institution name)

Mississippi Department of Archives and History

Place/Environment