

PROJECT ARCHIVIST – 1

*Clerk of the Circuit Court of Cook County, Archives Department
Chicago, IL*

The Clerk of the Circuit Court of Cook County, Archives Department seeks one grade 16 Step 1 full-time supervisor for a two (2)-year position at a salary of \$45,291 per year (\$90,582 over the 2-year period) with benefits. The individual will manage a grant-funded indexing and microfilming project, under the management of the Archives Director. The applicant should be available to commence work December 1, 2009.

This National Historical Publications and Records Commission (NHPRC) grant-funded project will complete the indexing and microfilming of 400,000 naturalization records created in the Cook County Courts during the years 1906 to 1929. Job responsibilities include preparing documentation and training materials for volunteers; training and supervising volunteers to carry out the indexing of records in MS Access or similar database; quality control of indexing and microfilming work; indexing work when volunteers are not available; project managing the indexing tasks; establishing processes for the preservation of large bound volumes of naturalization records and the vault storage of microfilm.

The qualified applicant will have at least a Master's degree in social/urban American history, or a Master's degree in archival administration/library science with a background in American social/urban history. The candidate must be proficient in Microsoft applications, particularly MS Office. The candidate must possess excellent oral and written communication skills, data collection/data entry skills, knowledge of archives processing and reference fundamentals, and managerial experience. Preference is that the candidate has experience working with volunteers.

To apply: Applicants should send a letter of interest, resume, and names (with contact information) of three references to Phil Costello, Office of the Clerk of the Circuit Court of Cook County, Room 1113, Richard J. Daley Center, 50 W. Washington, Chicago, IL 60602, pjcostello@cookcountycourt.com. Deadline: NOVEMBER 13, 2009.