

## **Records & Archives Internship**

**College to County Intern 2024 -Department of County Assets/Records Management & Archives**

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**Pay Rate:** \$24 per hour

**Job Type:** Temporary College Intern

**Duration:** Summer 2024 - 12 weeks - Starting in June

**Hours:** 25 hours a week

**Telework:** Hybrid or Onsite

**Building Physical Location:** 1620 SE 190th Ave 97233-5910

**Does This Position Require Driving a County Vehicle? If so, please explain why and frequency:** No

*TriMet Passes are available, this position does require getting to events throughout Multnomah County.*

*Eligibility requirements and more details found on our [College to County website](#).*

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### **What Does Records Management & Archives Do?**

The Multnomah County Records Management & Archives program provides records management services and oversight to over 200 agencies across the County, in support of the public interest and County business.

In accordance with Oregon public records requirements, we provide consultations and advice to internal county customers on records management best practices, legal retention periods for records, and secure destruction for records that have reached the end of their lifecycle and are not archival.

We also provide guidance for locating records, both within and outside of Multnomah County and preserve (historic) archival records for use by

county agencies and public researchers. To learn more about what we do, please check out our [FAQ](#).

### **Internship Description:**

Records Management & Archives has a variety of project options for our intern to choose from. These options include:

- **Conduct Records Center shelf read and** work with program supervisor to **resolve issues**.
  - A shelf read is a type of inventory to ensure that boxes of records are in the correct place and attributed to the correct owner and location.
  - This activity involves tasks related to quality control and solving puzzles. The goal is a more accurate inventory.
  - Work is mostly internal with Records staff.
- **Research unscheduled records and assign series**. Some boxes were sent to the Records Center for storage but their retention period was unknown at the time.
  - Research means to inspect the box and determine the type of records that are being stored, look up historical information about their transfer to the Records Center, and look up regulatory and statutory requirements that would apply today.
  - Once the series is determined, update the inventory system so that destruction (or archival transfer) dates are applied.
  - Work is mostly internal but may involve contacting outside agencies, such as the State Archives, for historical information.
- **Create user guides** that can be shared on Commons (intranet resource).
  - County workforce members interact with records in many ways, and we need to teach people how to create, use, manage, store, preserve, and destroy them in a way that meets many requirements and follows policies. Good

resources, such as videos, screencasts, quick reference guides, decision trees, and graphics can help users understand how to work with records responsibly, and help them work more efficiently (less time on records, more time on community clients).

- Tasks include creating content, testing, incorporating digital accessibility and plain language principles, and publishing on the county's internal website.

### **Internship Responsibilities:**

- Attending one to one and staff meetings with the Records team. Accompanying Records staff to other meetings as appropriate to understand the extent of Records activities.
- Working with supervisor to develop project work plans and then work both with supervisor and independently to execute the agreed upon plan.
- Manage progress on project work plan and report on successes, challenges, and learnings and that progress to Records team and/or County customers, if applicable.
- Document project outcomes and any work left to do on the project at the internship's conclusion.
- Additional project specific responsibilities to be determined by the project selection.

### **Learning Outcomes:**

Specific learning outcomes will be determined by the specific project chosen, but all projects will help the intern:

- Understand why records management is an important part of local government and why on-time disposition helps preserve the rights of individuals.
- Understand how good records management can contribute toward better governmental decision making and how that decision making affects the lives of people living in Multnomah County.
- Learn why and how certain records are preserved forever, while others are disposed of once they're no longer in day-to-day use



and/or legally required to be kept.

- Explore career options in the fields of records management.

### **Education and Minimum Qualifications:**

- Candidates should have completed or enrolled in a college/university academic institution.
- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Link to Equity and Empowerment Lens](#))
- Ability to both follow directions and work independently.
- Interest in exploring the worlds of records management and bringing your unique skills to work with us!
- Ability to pass a criminal justice background investigation

### **Workforce Equity:**

Our Commitment to Safety, Trust and Belonging: Multnomah County is committed to developing, nurturing and continually improving workforce equity by identifying and addressing the structural and policy barriers to equal employment opportunity faced by our employees and communities. Learn more by reading our [Workforce Equity Strategic Plan](#) and exploring our [Core Competencies](#) for all County employees.

### **Veterans' Preference:**

Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications.

**Accommodation under the Americans with Disabilities Act:** We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to



request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

**Application Instructions:**

Please fill out and submit an application for this position through the form also located on this [website](#). The deadline for submitting an online application is March 25th, 2024.