

Job Opening: Dyer County Archivist Assistant, Part-Time

The Dyer County Archives is seeking a dependable, detail-oriented individual for part-time employment.

Hours: Monday-Friday, 1:30 PM to 4:30 PM (hours may vary)

Location: Dyer County Archives, 412 W Court St, Dyersburg, TN 38024

Salary: Commensurate with ability and experience

Qualifications

- Demonstrated computer experience working with Windows, Microsoft 365, etc., with ability to problem solve
- Understanding or willingness to learn image capture production methods and equipment and ability to use this information to troubleshoot systems
- Good interpersonal skills to communicate effectively, both verbally and in writing
- Self-motivated, ability to work independently or as part of a team, set and meet deadlines, and demonstrate problem solving skills
- Exceptional research, organizational, and recordkeeping skills
- Ability to perform repetitive tasks
- Ability and willingness to lift equipment, boxes, records, etc. weighing up to 50 pounds, and to stand on stools/ladders
- High school diploma or equivalent

Responsibilities

Summary: Operate document imaging technologies to transfer historical and current records to digital files

- Store and retrieve documents and digital records for multiple county government offices
- Take measures necessary to protect the collections from loss, mutilation or theft
- Operate imaging equipment to capture archival materials to very exacting standards, consistently and productively
- Handle rare or fragile originals skillfully to prevent damage during the image process
- Perform various quality control checks and monitor the quality of images produced
- Perform general record keeping and clerical duties
- Perform other related duties as assigned
- Follow instructions given for health and safety purposes and immediately report any unsafe working practices or hazardous working conditions

To apply: email resume to cindy.rose@tncourts.gov

Deadline to apply: 10/31/2025