



Notice of Position Vacancy

The Third Circuit Court of Appeals Library is currently accepting applications for a *full-time temporary* position of Archivist. This position will be filled as permitted by current budgetary constraints.

Position Title: Archivist (Position # 02-16-USCA3LIB)

Location: Library of the U.S. Courts

Salary Range: CL 27 (\$50,652 - \$63,323) – CL 28 (\$60,705 - \$75,900) depending upon experience

Closing Date: Open Until Filled

Position Overview: The archivist will be expected to work independently and as part of a team to support the mission of the Third Circuit Libraries' archival program. The primary responsibilities include digitizing historical court materials including photographs, processing archival collections, creating/editing metadata and uploading materials into the content management system. The archivist will also be expected to: write finding aids for each collection and create detailed box and folder inventories; assist with the planning and executing of exhibitions to include research, writing, and selecting materials; and ensure proper preservation of archival materials in hard copy and digital formats. Other administrative duties and responsibilities may be assigned as needed.

Requirements:

- Master's degree in Library Science (MLS) from an ALA accredited school with archival coursework.
- Knowledge of and skill in archival processing.
- Knowledge of current digitization standards and practices.
- Knowledge of archival content management systems, including batch uploads.
- Ability to successfully collaborate with entities outside the headquarters library such as: branch library staff; other Court of Appeals Units, Judge and chambers staff; Historical Societies etc.
- Ability to work in a team environment where consultation, flexibility, collaboration and cooperation are essential.
- Excellent interpersonal and communication skills.
- Experience with or knowledge of controlled vocabulary, Dublin Core and/or other metadata standards.
- Ability to communicate clearly, both orally and in writing, about complex, technical processes to non-technical personnel.
- Ability to create training guidelines and instruct others.

- Strong organizational and time management skills; ability to work under time constraints and to meet regularly recurring deadlines on multiple, concurrent projects.
- Strong analytical problem solving skills, attention to detail, and results-oriented approaches to complex problems

Preferred Skills

- Knowledge of U.S. Court system.
- Knowledge of Omeka or SharePoint
- Knowledge of creating oral histories
- Knowledge of preservation for audio visual materials
- Experience creating digital exhibits
- Experience with graphic design

Application Procedure: Send a resume and cover letter to:
circuit_library_position@ca3.uscourts.gov

Background Check: As a condition of employment, background checks or investigations are now mandatory for all new employees who are appointed to positions in the federal courts.

Benefits and Other Information

Federal court employees are not included in the government's civil service classification; however, they are entitled to the same benefits as other federal employees and some additional benefits. These include: paid annual and sick leave; automatic enrollment in a retirement plan and in direct deposit of earnings; optional enrollment in health benefits, life insurance, dental insurance, vision insurance, tax deferred savings and long term care programs.

The Third Circuit Library reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice.

An extension of this temporary appointment, or conversion to a permanent appointment and promotion, may be offered without competition.

Background Check: Employees will be hired provisionally pending the results of a background investigation and fingerprinting.

The Court of Appeals is an Equal Opportunity Employer