



Notice of Position Vacancy

The Third Circuit Court of Appeals Library is currently accepting applications for a temporary position of Archivist Assistant.

Position Title: Archive Assistant (#01-18-USCA3LIB)

Location: Library of the U.S. Courts

Salary Range: CL 24 (\$38,785 - \$48,101 depending upon experience)

Position Type: Temporary appointment; full time until September 30, 2018

Closing Date: Open Until Filled

Position Overview: The archive assistant 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 digitization of court material, creating metadata for records, and performing quality control on scanned items. Other administrative duties and responsibilities may be assigned as needed.

Requirements:

- Bachelor's degree from an accredited school
- Experience with scanning and digitization
- Basic knowledge of archival principles.
- Ability to work independently and as part of a team.
- Strong oral and written communication skills.
- Excellent attention to detail and organizational skills.
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Preferred Qualifications:

- Coursework in library science, archives, or history
- Experience using CONTENTdm
- Demonstrated digitization experience in a library/archival institution

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

All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be U.S. citizens or eligible to work in the United States.

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

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; and direct deposit of earnings.

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, may be offered without competition.

The Court of Appeals is an Equal Opportunity Employer