



### Notice of Position Vacancy

The Third Circuit Court of Appeals Library is currently accepting applications for a *full-time temporary Project Archivist*. (The position may extend through September 30, 2026.) This position will be filled as permitted by current budgetary constraints.

**Position Title:** Project Archivist (Position # 01-26-USCA3LIB)

**Location:** Library of the U.S. Courts

**Salary Range:** CL 27 (\$31.64 –per hour) – CL28 (\$37.92 per hour)  
based upon qualifications and experience

**Closing Date:** Open Until Filled

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**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 work of this position will be digitizing government documents and creating digital metadata for inclusion in our digital collections. Small processing projects will be assigned as needed. Other administrative duties and responsibilities may be assigned as needed.

#### **Requirements:**

- Knowledge of and skill in archival processing.
- Knowledge of current digitization standards and practices.
- Ability to work in a team environment where consultation, flexibility, collaboration and cooperation are essential.
- Excellent interpersonal and communication skills.
- Ability to communicate clearly, both orally and in writing.
- 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**

- Master's degree in library science (MLS) from an ALA accredited school with archival coursework.
- Experience with Archives Space and OCLC's CONTENTdm.
- Experience with image editing software.

**Application Procedure:** Send a resume and cover letter to:  
[circuit\\_library\\_position@ca3.uscourts.gov](mailto: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 benefits include paid vacation based on years of service and/or experience, paid holidays, accrued sick leave.

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**