Library of Congress

**Job Title:** Audio Transfer Specialist  
**Department:** Legislative Branch  
**Agency:** Library of Congress

**SALARY RANGE:** $52,668.00 to $68,465.00 / Per Year  
**OPEN PERIOD:** Tuesday, May 26, 2015 to Tuesday, June 16, 2015  
**SERIES & GRADE:** GS-1001-09  
**POSITION INFORMATION:** Open – Permanent  
**PROMOTION POTENTIAL:** 09  
**DUTY LOCATIONS:** 1 vacancy in Culpeper County, VA  
**WHO MAY APPLY:** Anyone may apply - By law, employment at most U.S. Government agencies, including the Library of Congress, is limited to U.S. citizens. However, non-citizens may be hired provided that immigration law and other legal requirements are met, and the Library determines there are no qualified U.S. citizens available for the position.  
**SECURITY CLEARANCE:** Not Applicable  
**SUPERVISORY STATUS:** No  

**JOB SUMMARY:**

The incumbent is responsible for the digital preservation of a variety of recorded sound formats in the collections of the Library. Performs inspections and resolves preservation or reformatting problems.

This position is located in the Recording Laboratory, Preservation Services Section, Motion Picture, Broadcasting and Recorded Sound (MBRS) Division, Collections and Services Directorate, Library Services.

The incumbent of this position will be stationed at The Packard Campus located in Culpeper, Virginia.

The position description number for this position is 311457.

The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.

The incumbent of this position will work a flextime work schedule.

This is a non-supervisory, bargaining unit position.

Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

**KEY REQUIREMENTS**
DUTIES:

The Audio Transfer Specialist creates digital preservation and access files of selected materials and performs post-processing functions consistent with established best practices and standards for archival preservation. Performs digital preservation on the recorded sound collection materials at the Packard Campus for Audio Visual Conservation encompassing a wide variety of analog and digital formats. Provides assistance, service, and information to curators, technical staff and visitors to the Packard Campus in addition to interacting with vendors, contractors, and engineers as required. Performs validation of audio files to ensure compliance with established standards. Uses a digital audio workstation to compare file types, perform checksums and verify accuracy and file integrity. Assists in the resolution of complex program or technical issues and problems. Under the guidance of senior specialists, assists in reformatting preservation transfers of audio materials.

QUALIFICATIONS REQUIRED:

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

Skill in preserving sound recordings.**

Ability to plan and carry out audio preservation projects.**

Knowledge of computer systems, applications, and other information technologies used for digital audio preservation.

Ability to provide consultation or liaison duties.

Ability to communicate effectively other than in writing.

No additional requirements to those listed above.

HOW YOU WILL BE EVALUATED:

The Library of Congress evaluates applicants through an applicant questionnaire and a structured interview. Applicants may also be screened for some jobs through licensing, certification, and/or education requirements, a narrative/application review, and/or a preliminary telephone interview. The knowledge, skills, and abilities (KSAs) that are marked with a double asterisk (**) in the vacancy announcement and the applicant questionnaire are considered the most critical for a position. To be considered for final selection, applicants must demonstrate fully acceptable experience in these designated KSAs in the narrative/application review, preliminary telephone and/or full structured interview. The various assessment tools listed above are designed to verify or explore applicants' experience, knowledge, and training directly related to the job in order to identify the best qualified applicants for selection.
BENEFITS:

You can review our benefits at: http://www.loc.gov/hr/employment/index.php

OTHER INFORMATION:

Although it is the Library's policy to afford the maximum pay benefit to employees when setting rates of pay, a new appointee who has had no previous Federal service will generally be paid the minimum step of the grade.

The Library of Congress is the national library of the United States and is part of the Legislative Branch of the Federal government. As such, all positions are in the excepted service.

Appointment/retention is subject to a favorable evaluation of an appropriate personnel security/suitability investigation.

The Library reserves the right to fill a lesser or greater number of vacancies indicated during the life of this vacancy announcement.

Initial appointments, permanent or indefinite, to the Library of Congress require completion of a one-year probationary period. In addition, per Library of Congress Regulation 2010-12, an appointee is subject to a one-year supervisory probationary period, if this is his/her first supervisory/managerial position at the Library.

AGENCY CONTACT INFO:

Customer Service Center
Phone: 202-707-5627
Fax: 000-000-0000
Email: JobHelp@loc.gov
Agency Information:
LIBRARY OF CONGRESS
101 Independence Ave. SE
LM-107
Washington, DC
20540
US
Fax: 000-000-0000