**Job Title:** Archives Technician  
**Agency:** National Archives and Records Administration

**SALARY RANGE:** $38,747.00 to $50,374.00 / Per Year  
**SERIES & GRADE:** GS-1421-06  
**POSITION INFORMATION:** Full Time - Term NTE 13 Months  
**PROMOTION POTENTIAL:** 06  
**DUTY LOCATIONS:** Vacancies in either Washington DC, or College Park, MD  
**WHO MAY APPLY:** United States Citizens

**JOB SUMMARY:**

In this position, you will serve as an Archives Technician for Research Services located at Archives I, or Archives II. The job site for daily work could be located in Washington, DC. or at College Park, Maryland.

**This is a TERM appointment with an initial employment period of 13 months. The appointment may be extended up to a maximum of four years without further competition.**

Whether you are new to the Federal Government or an experienced professional seeking a career change, you can make history at the National Archives. Our dedicated staff works across a variety of career fields to safeguard the records of the Federal Government - more than 10 billion of them.

Visit our Employee Gallery at [www.archives.gov/careers](http://www.archives.gov/careers) to see the kinds of dynamic projects our staff are undertaking. If you want a career where you can see the difference your work makes, then join the National Archives!


**KEY REQUIREMENTS**

- U.S. Citizenship
- Background Investigation or Security Clearance
- More jobs may be filled if additional vacancies occur within 90 days
- Selective Service Registration is required for males born after 12/31/1959

**DUTIES:**

Typical work assignments include:

**Preservation and rehabilitation:** Performs preservation actions. Assumes responsibility for repair and rehabilitation projects by selection, preparation, transmittal, receipt-back inspection, and return to file. Monitors for proper handling of archival materials by personnel who digitize them.
**NOTE: The emphasis of this position is in preservation and rehabilitation.**

**Reference:** Provides reference service in response to oral and written inquiries. Locates and examines series of records.

**Arrangement:** Studies documents for identification, verifies them against finding aids, and determines the correct arrangement. Detects missing and misfiled items and enclosures that have been separated from covering communications. Takes corrective action where discrepancies occur. Prepares location registers to inventoried records. Reviews records to perfect arrangement.

**Description and publication:** Prepares detailed internal and informal finding aids. Divides records into segments for digitization and prepares title sheets. Assists in preparing introductions and inserts editorial material in the records when it is to be digitized. Assists in inspecting records and digital images for proper arrangement.

**QUALIFICATIONS REQUIRED:**

**GS-06** - Candidates must have had one (1) year of specialized experience equivalent to at least GS-5 grade level in the Federal service. Specialized experience is experience that has equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position as described above, and that is typically in or related to the position to be filled.

Examples of specialized experience for this grade level include: performing reference service, preservation actions, arrangement, description, or accessioning of archival records.

**Education may be substituted for experience:** GS-6: One-half year of graduate course work in a related field such as History, Archival or Library Science, or Political Science may be considered as qualifying for this position.