

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.

2. Reason for Submission

☐ Redescription
☐ Reestablishment☐ New
☒ Other

3. Service

☐ Hdqtrs ☒ Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

Explanation *(Show any positions replaced)*NPS Standard Position Description
Resources Careers

7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

8. Financial Statements Required

☐ Executive Personnel
Financial Disclosure☐ Employment and
Financial Interest

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive
☐ Excepted *(Specify in Remarks)*
☐ SES (Gen.) ☐ SES (CR)

11. Position Is

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☒ 1--Non-Sensitive
☐ 2--Noncritical Sensitive
☐ 3--Critical
☐ 4--Special Sensitive

13. Competitive Level Code

14. Agency Use

*R74

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

c. Second Level Review

Archives Technician

GS

1421

05

d. First Level Review

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position *(if different from official title)*

Archives Technician

17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

a. First Subdivision

National Park Service

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

Signature of Employee *(optional)*

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature

Date

Signature

Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

J. LYNN SMITH

HUMAN RESOURCES PROGRAM MANAGER

Signature

Date

JUN 30 1999

22. Position Classification Standards Used in Classifying/Grading Position

Archives Technician Series, GS-1421, 06/68

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee *(optional)*

b. Supervisor

c. Classifier

24. Remarks

*Agency Use Code should be entered in FPPS as last three spaces of position allocation number.

25. Description of Major Duties and Responsibilities *(See Attached)*

**NATIONAL PARK SERVICE
BENCHMARK POSITION DESCRIPTION**

**Archives Technician
GS-1421-05**

Introduction

This position works in a National Park Service unit's museum. The purpose of the position is to perform uncomplicated technical tasks in one or more of the functional areas of archival work (e.g., accessioning, arranging, referencing, etc.).

Technician work is typically associated with and supportive of a professional field; work may involve substantial elements of the work of the professional field, but requires less than full knowledge of the field involved. This position is intended to report to a specialist or resources manager in the same or a related field. If the incumbent is not supervised by a professional specialist (i.e., an archivist or curator), then technical direction must be obtained from a specialist in a central office or center.

The incumbent of this position works under close supervision with explicit instructions, often as part of a team working on the same project with others, or in very simple projects and tasks with frequent work review by a supervisor. In contrast to positions at the GS-06 level, which perform with more independence, the incumbent receives specific instructions for non-routine assignments, and refers unfamiliar situations to the supervisor for resolution.

Major Duties (80-100%)

Assists with the surveying of park records in park structures and the development of the collection-level survey descriptions.

Helps evaluate all park records and archival and manuscript donations against NPS-19, park scope of collection statements, and archival appraisal criteria.

Unpacks new collections; reviews collections for mold, vermin, and insects; as directed, arranges for freezing or isolation of the collection; performs limited cleaning; and may rehouse the collection and label all boxes and folders. Seeks assistance for situations not covered by instructions or guidelines.

Helps prioritize deteriorating collections for conservation and rehousing.

Prepares routine collections management activities on archival and manuscript collections, including environmental monitoring; housekeeping; routine rehousing through xerographic copying; and integrated pest management.

Accessions and catalogs new materials into the accession and cataloging system using

established NPS procedures and as instructed by supervisor.

Processes and maintains archival items using standard approaches and readily available reference materials, such as arranging materials once the collection's original order has been established by an archivist; and relabeling folders, boxes, and other containers.

Conducts basic research into collection origins and undertakes basic fact-checking under guidance of supervisor.

Helps prepare finding aids, folder lists, and indices to collections at a variety of levels under the guidance of an archivist or more advanced staff member.

Retrieves materials from the archives for co-workers and researchers and follows established control guidelines to ensure the security of such material while it is out of the archives storage area. Once used by researchers, collates files with existing lists and indices for proper placement and care of materials. Maintains researcher and duplication records and statistics.

Handles reference requests and searches records for pertinent information. Refers unusual requests with no obvious answer to a higher-level specialist.

Completes special projects as assigned by supervisor, such as assisting with inventories, helping to prepare reports and statistical summaries, and helping prepare publications, exhibitions, and Web pages.

Performs a variety of clerical functions in support of the organization. This may include, for example, handling office records and correspondence, managing computer equipment, ordering supplies, and handling duplication requests.

Factor 1. Knowledge Required by the Position Level 1-4; 550 points

Knowledge of NPS museum archival principles practices, procedures, and techniques, as well as basic archival techniques, to organize and maintain the archives and to determine which of several archival procedures, practices, and methods to use.

Basic knowledge of archival conservation and preservation practices including handling, housing, storage, and treatment standards.

Basic knowledge of the park's scope of collection statement, archival appraisal criteria, and NPS-19 to recognize and identify material of archival potential, to distinguish between different types of records, to identify which materials fit the park's scope of collection statement, to identify materials that match the archival appraisal criteria described in NPS guidelines, and to distinguish between archival and library material or that which should be maintained elsewhere.

Basic knowledge of access and use policies and laws as well as copyright and privacy and publicity legislation in order to handle reference interviews, duplication requests, and other reference services.

Knowledge of NPS cataloging, record keeping, and archival processing systems and applicable standards.

Knowledge of the basic elements and techniques of finding aids, indices, and databases for archival materials.

Skill in using a computer in order to enter data and maintain databases and prepare finding aids and indices.

Ability to communicate in a clear and concise manner in order to respond to requests for information, to annotate folders, and to help prepare finding aids. This includes knowledge of grammar, spelling, punctuation, and archival and preservation terminology appropriate to archival work.

Factor 2. Supervisory Controls Level 2-2; 125 points

The supervisor establishes required quantity and quality, deadlines, and priorities, and provides instructions for new assignments. The incumbent is relied upon to independently carry assignments through to completion. Unusual situations are referred to the supervisor. Work is reviewed for accuracy, quality, and compliance with standards and procedures.

Factor 3. Guidelines Level 3-2; 125 points

Guidelines consist of a variety of written references and manuals as well as oral instructions covering procedures, directions, and precedents. The incumbent exercises judgment to identify problems and applicable solution guidelines.

Factor 4. Complexity Level 4-2; 75 points

Duties involve a variety of related technical assignments that support the operation and maintenance of the organization's archives. Decisions regarding what needs to be done involve various choices requiring the incumbent to recognize the existence of and differences among a few easily recognizable situations.

Factor 5. Scope and Effect Level 5-2; 75 points

The incumbent performs routine tasks in support of the museum program and the archival and manuscript collections. The work performed affects the availability of material for staff and visitors.

Factor 6. Personal Contacts Level 6-2; 25 points

Contacts are with co-workers, at times employees of other parks and central offices, with the general public for reference service purposes, and with employees of other institutions (e.g., libraries, archives, NARA, etc.).

Factor 7. Purpose of Contacts Level 7-1; 20 points

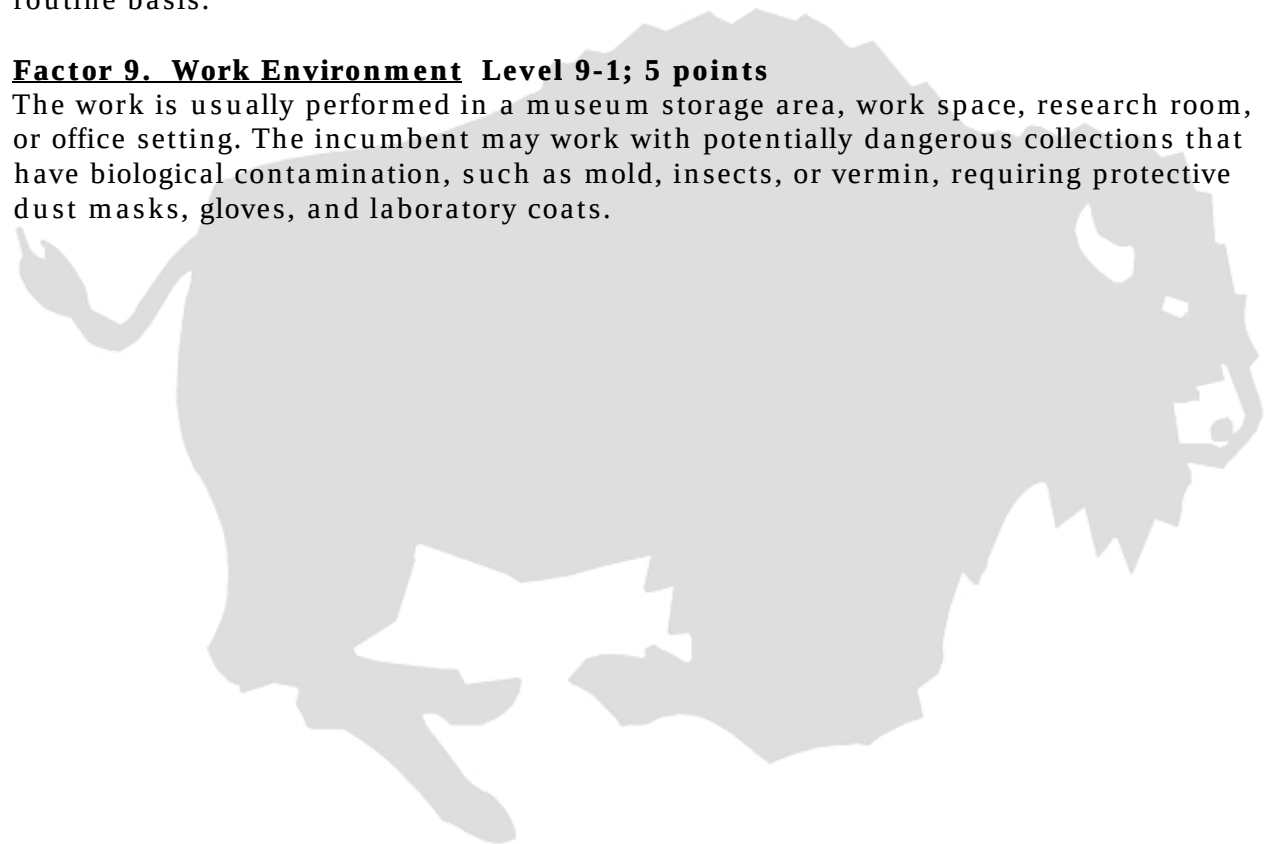
The purpose of contacts is to obtain, relay, and exchange information.

Factor 8. Physical Demands Level 8-2; 20 points

The work is partially sedentary with prolonged standing, walking, and bending often required. Heavy items (reports, drawings, and boxes) must be lifted or moved on a routine basis.

Factor 9. Work Environment Level 9-1; 5 points

The work is usually performed in a museum storage area, work space, research room, or office setting. The incumbent may work with potentially dangerous collections that have biological contamination, such as mold, insects, or vermin, requiring protective dust masks, gloves, and laboratory coats.



Resources Careers

POSITION EVALUATION STATEMENT

Title, Series, and Grade: Archives Technician, GS-1421-05

Standard Used: Archives Technician Series, GS-1421, 6/68

GS-1421-05

Nature of Assignments

Work involves well-established procedures with a number of sequential steps

Assignments involve technical tasks in one or more of the functional areas of archival work; duties generally parallel uncomplicated segments of professional archival work

Methods, procedures, and practices are standardized but require initiative and discernment because they do not cover all situations

Work requires the exercise of considerable judgment to select, use, and apply a variety of established instructions and procedures

Responsibility

The supervisor provides detailed instructions and suggestions for unique or difficult assignments, and is available to answer questions

The incumbent works within a framework of established policies, rules, and regulations, but must use judgment to apply them

Work is reviewed primarily for overall effectiveness and compliance with general policies and procedures

Unusual matters are referred to a higher-level specialist