

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

*R75

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

06

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

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

Signature of Employee (optional)

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-1421-06**

Introduction

This position works in a NPS unit's museum which administers a diverse and complex, but typically not major, archival and manuscript collection. The purpose of the position is to perform a range of 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 performs primarily routine functions, but with more independence than positions performing similar work at the GS-05 level. There is a greater amount of personal responsibility for recollecting and applying standard procedures without the need for repeated or specific detailed instructions on each project. The incumbent may be required to draft simple descriptions of small and coherent bodies of records for cataloging records, transfer lists, or formatted data for entry into information systems.

Major Duties (80-100%)

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

Helps evaluate 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; if necessary, arranges for freezing or isolation of the collection; performs limited cleaning; and may rehouse the collection and label all boxes and folders. While standard methods, practices, and procedures are available to reference, the incumbent is frequently required to use judgment to make adjustments and take alternate courses of action.

Prepares lists of large and complicated bodies of material based on written information on labels.

Reviews and confirms the correct order of a series or of a small collection to be microfilmed, and confirms that all preparatory work has been done according to prescribed criteria.

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.

Conducts basic research into collection origins and undertakes basic fact-checking as necessary.

Prepares finding aids, folder lists, and indices to collections at increasing levels of complexity under the guidance of an archivist or related specialist.

Monitors and manages the archival research, reference, or reading room facility. 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 archival storage areas. 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. Researches unusual requests, seeking assistance as necessary.

Completes special projects as assigned by supervisor, such as assisting with inventories, helping 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, techniques, and procedures, as well as basic archival techniques, to organize and maintain the archives, and to determine independently 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.

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 what 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.

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 2-3; 275 points

The supervisor defines objectives, priorities, and deadlines for assignments, and provides assistance on the more complex assignments. The incumbent is given latitude for planning and accomplishing work and is expected to exercise initiative and judgment. Completed work is reviewed for appropriateness and technical soundness. Methods are not typically reviewed in detail as most requesters have little knowledge of the technical aspects of the incumbent's work.

Factor 3. Guidelines Level 3-2; 125 points

Available guidelines include reference materials such as NPS guidelines (e.g., NPS Museum Handbook), precedents, and accepted techniques and methodology. Guidelines apply to most situations, but the incumbent must use judgment to select the most appropriate guide from several alternatives and to make minor deviations to meet specific situations, as appropriate.

Factor 4. Complexity Level 4-2; 75 points

Duties involve a variety of related technical assignments that support the organization's cultural resource management function. 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 archival tasks and portions of larger projects. 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 public, and with employees of other institutions (e.g., libraries and archives).

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 9-2; 20 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-1421-06

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

GS-1421-06

Nature of Assignments

Incumbents generally perform the same type of work as at the GS-05 level, but at this level, the work requires more intensive knowledge

Methods, practices, and procedures are applied to more complex and specialized materials than at the GS-05 level

Methods, practices, and procedures, although standardized, are not always directly applicable; the incumbent is required to make adjustments and take alternate courses of action

Responsibility

The supervisor provides only general supervision for continuing assignments; the incumbent works under closer supervision when applying and adapting guidelines to complex situations

The incumbent follows established archival techniques and methods, and uses standard tools and guidelines, but adjusts and adapts standard practices, procedures, and techniques when they are not directly applicable to a situation

Resources Careers