

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

*R76

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

07

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-1421-07**

Introduction

This position serves in a National Park Service unit's museum which administers a major body of archival and manuscript collections. The purpose of this position is to assist in the organization and maintenance of the collection. The incumbent is responsible for a broad range of functions, including accessioning, arranging, preserving, and providing reference services for and disposition of these documents.

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 position is distinguished from similar positions at the GS-06 level in the following ways: assignments require that the incumbent have greater knowledge, experience, and judgment in order to complete a variety of conventional projects of relatively limited scope; independently resolve problems for which precedents exist; select, from several alternatives, the most appropriate course of action for planning and executing work; and apply a wide range of conventional methods and solutions to new situations. As a result, the position has a broader scope and effect; unlike lower-graded positions, this position directly affects the design, operation, and adequacy of archival activities.

Major Duties (80-100%)

Catalogs and indexes a large variety of materials. Examines for content, and identifies and selects significant concepts and characteristics to be recorded for use in automated retrieval. Recognizes the need for cross referencing related fields. Determines locations and subjects for additional level of coding for source materials. This involves identifying various buildings or areas within parks, utilizing many reference sources (e.g., maps, atlases, reports), and consulting with professional staff as necessary. Anticipates long and short term user requirements in making indexing choices. Uses the NPS automated cataloging system and procedures to catalog and manage archival collections. Enters data into systems. Assists in the preparation of finding aids.

Ensures proper maintenance, storage, control, and record management of materials. Determines proper plans for arranging/rearranging materials within space limitations.

Detects missing or misfiled materials; follows-up to locate or replace.

Provides proper storage for historic documents. Monitors climate control systems and prepares proper folders, sleeves, boxes, and other physical housing in order to assure maximum preservation, organizational integrity, and accessibility for use.

Assures preservation of historic document collections. Assists in the preparation of preservation plans for collections, and assists with basic preservation treatments, such as humidification, flattening, and cleaning plans and maps; preparing manuscripts for microfilming; and/or surveying photographic negatives. Recognizes the need for further preservation and/or conservation work and reports such needs to a higher-level specialist.

Unpacks new collections; reviews the collections for mold, vermin, and insects; if necessary, arranges for freezing or isolation of the collections; performs cleaning; and rehouses the collection and labels all boxes and folders.

Assists the records manager and the curator in the identification of official records.

Makes archival and manuscript collections, including audio-visual and electronic records, available for study and reference, including scheduling visitor appointments, monitoring visitor examination of historic documents, answering questions, providing research assistance, and directing visitors to other resources, including other research facilities in the area. Performs difficult searching duties on the basis of correspondence and telephone requests from the NPS and public. Determines where to search for hard-to-find information. Uses finding aids, automated databases, and other reference tools.

Performs research necessary to classify, authenticate, value, and describe historic documents in the collection and to answer staff or public inquiries.

Prepares special studies, compiles reports, and performs specialized research as necessary to further the proper management of historic document collections, or to further the body of area history. Assists with special projects such as microfilming.

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 1-5; 750 points

Substantial practical and technical knowledge of archival methods, procedures, and technology, and the skill to apply that knowledge with only general supervision in order to solve practical problems in a wide range of functions in the administration of historic documents.

Knowledge of laws and legal precedents in relation to the management, use, and distribution of information, such as copyright, state and federal privacy and publicity legislation, Freedom of Information Act, etc., and the effect of related legislation on access to specific information.

Knowledge of archival-related standards and procedures including those dealing with records surveying; appraisal and evaluation; accessioning, cataloging, and description; arrangement; preservation including microfilming, storage environments, rehousing standards, handling procedures, and treatment standards; information exchange and automation; and reference, access services, and public programs.

Knowledge of NPS cataloging and record keeping systems needed for proper control of archival and manuscript historic document collections. Knowledge of specialized terminology and resources, particularly archival descriptive standards for data exchange, data contents, and data values, to ensure accurate coding and cataloging.

Basic knowledge of archival deterioration processes and archival health and safety procedures.

Broad knowledge of NPS programs to respond to public requests, and knowledge of alternative technical information sources to refer requesters.

Basic knowledge of historic and modern media and information formats, including graphic print, photomechanical print, architectural drawing duplication formats, electronic media, sound recording, motion picture, videotape, photographs, and duplication processes and techniques and their preservation and reformatting requirements.

Skill in arranging and describing simple archival collections following the principles of original order and provenance.

Skill in producing a simple folder list, index, and finding aids for relatively uncomplicated archival collections.

Knowledge of database management, word processing, and specialized software programs essential to archival description, management, and reference.

Skill in communicating information in a clear and concise manner, including the ability to write clear research reports and descriptions of documentary materials and respond to both internal and external inquiries.

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 relied upon to use cumulative experience and training in making judgments and in planning

phases of work, and is expected to exercise initiative and independent judgment. Completed work is reviewed for appropriateness and technical soundness. Methods are not typically reviewed in detail.

Factor 3. Guidelines Level 3-2; 125 points

Guidelines include Federal Archives regulations, NPS guidelines and directives, and a variety of procedures and routines established by the organization. The incumbent uses considerable judgment in selecting and applying the proper guidelines to be used, and must adapt or improvise to adapt to unusual situations. The incumbent also makes recommendations to modify guidelines, procedures, and methodologies to improve the efficiency of the organization.

Factor 4. Complexity Level 4-3; 150 points

The incumbent performs a broad range of duties complicated by a great variety of subject matter, record type, media, and the required processing of such varied materials. The work requires substantial knowledge of the type and range of information present in the collection as well as the organization's record keeping systems in order to select the most appropriate methodology from among several alternatives and identify and understand interrelationships.

Factor 5. Scope and Effect Level 5-3; 150 points

The purpose of the position is to protect, maintain, preserve, and provide access to the collection. Work contributes to the accurate storage and ready retrieval of the collection. Recommendations improve the efficiency of the archival function.

Factor 6. Personal Contacts Level 6-3; 60 points

Contacts include co-workers, employees throughout the NPS, employees of other Federal agencies, peers in other museums and repositories, historical societies and professional organizations, potential donors, libraries and universities, private companies, and the general public.

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.

POSITION EVALUATION STATEMENT

Title, Series, and Grade: Archives Technician, GS-1421-07

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

GS-1421-07

Nature of Assignments

The work requires a substantial specialized body of technical knowledge and skill to perform a very broad range of functions for a very large archival and manuscript collection

The work is complex and difficult and requires application of an intensive knowledge of specific procedures, systems, and record keeping programs AND an understanding of the interrelationships between the different bodies of archives and manuscripts in the collection and record keeping systems of the organization

Many assignments involve highly technical work

The incumbent provides advice and guidance to others

The incumbent makes recommendations to improve techniques and work efficiency of the archives

Responsibility

Because incumbents at this level have greater knowledge, they also have more freedom and less specific guidance to plan and carry out assignments

The supervisor provides general supervision and administrative direction

The incumbent is responsible for the technical accuracy of the work

The incumbent develops information where finding aids, precedents, and instructions are inadequate or unavailable

Work is reviewed for conformance to policy and regulation rather than for technical content