

# Archivist 2



(<http://agency.governmentjobs.com/pabureau/job/jobID=3973156&sharedWindow=C>)



APPLY

<b>Salary</b> ⓘ	\$54,181.00 - \$82,387.00 Annually	<b>Location</b> ⓘ	Dauphin County, PA
<b>Job Type</b>	Civil Service Permanent Full-Time	<b>Department</b>	Historical & Museum Commission
<b>Job Number</b>	CSSC-2023-48218-26020		
<b>Closing</b>	4/24/2023 11:59 PM Eastern		
<b>Job Code</b>	26020		
<b>Position Number</b>	00120765		
<b>Union</b>	FOSCEP		
<b>Bargaining Unit</b>	C4		
<b>Pay Group</b>	ST07		
<b>Bureau/Division Code</b>	00300232		
<b>Bureau/Division</b>	Historical & Museum Commission Records Services Section		
<b>Worksite Address</b>	Pennsylvania State Archives		
<b>Worksite Address</b>	1681 North 6th Street		
<b>City</b>	Harrisburg, Pennsylvania		
<b>Zip Code</b>	17102		
<b>Contact Name</b>	Moriah D'Amico		
<b>Contact Email</b>	modamico@pa.gov		

[DESCRIPTION](#)

[BENEFITS](#)

[QUESTIONS](#)

## THE POSITION

The Pennsylvania Historical & Museum Commission is looking for an Archivist 2 to join their team! An Archivist 2 supports the Digital Archives and Digital Records Center (DADRC) program. The position is responsible for acquiring, accessioning, arranging, describing and ongoing preservation and maintenance of records to be kept in the State Archives' DADRC. Take advantage of this opportunity by applying today!



## DESCRIPTION OF WORK

An Archivist 2 develops and manages digital archives, performs project management, develops processes, procedures, software selection and related tasks required to select, describe, convert, migrate, preserve, and provide access to born digital and digitized archival collections. This position works with State Agencies to promote and explain the DADRC and promote agency cooperation and compliance, acquire digital records both born-digital and scanned objects, and to ensure that correct metadata and file formats are received and accessioned without corruption to the files. Work responsibilities are to investigate and recommend appropriate software for pre-ingest and ongoing preservation activities, as well as work processes and procedures for describing, managing and preserving the records, with careful attention to national and international standards and best practices. This position develops and conducts (as required) effective training for government agencies on digital preservation, maintenance, discovery and disposition.

Interested in learning more? Additional details regarding this position can be found in the [position description](http://www.occup.state.pa.us/OrgChart/PD_NEOGOV.asp?p=00120765) ([http://www.occup.state.pa.us/OrgChart/PD\\_NEOGOV.asp?p=00120765](http://www.occup.state.pa.us/OrgChart/PD_NEOGOV.asp?p=00120765)).

## Work Schedule and Additional Information:

- Full-time employment.
- Work hours are 8:30 am to 5:00 pm, Monday - Friday, with 60-minute lunch.
- **Telework:** After a probationary period, you may have the opportunity to work from home (telework) part-time up to two days a week. In order to telework, you must have a securely configured high-speed internet connection. If you are unable to telework, you will have the option to report to the headquarters office in Harrisburg, Pennsylvania.
- **Salary:** In some cases, the starting salary may be non-negotiable.
- You will receive further communication regarding this position via email. Check your email, including spam/junk folders, for these notices.

## REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY

### QUALIFICATIONS

#### Minimum Experience and Training Requirements:

- One year as an Archivist 1; **or**
- One year of professional experience in archival work and a master's degree in archival science, history, library information science, or information science that includes six credits in archival science.

#### **Other Requirements:**

- This particular position also requires that applicants possess six months or more of full-time experience performing digital preservation activities using any of the following digital preservation software's: Preservica, Libnova, Archivematica, or Arkivum.
- [PA residency requirement](https://www.employment.pa.gov/Additional%20Info/Pages/default.aspx) (<https://www.employment.pa.gov/Additional%20Info/Pages/default.aspx>) is currently **waived for this title**.
- You must be able to perform essential job functions.

#### **How to Apply:**

- Resumes, cover letters, and similar documents will **not** be reviewed, and the information contained therein will not be considered for the purposes of determining your eligibility for the position. Information to support your eligibility for the position must be provided on the application (i.e., relevant, detailed experience/education).
- If you are claiming education in your answers to the supplemental application questions, you must attach a copy of your college transcripts for your claim to be accepted toward meeting the minimum requirements. Unofficial transcripts are acceptable.
- Your application must be submitted by the posting closing date. Late applications and other required materials will not be accepted.
- **Failure to comply with the above application requirements will eliminate you from consideration for this position.**

#### **Telecommunications Relay Service (TRS):**

- 711 (hearing and speech disabilities or other individuals).

If you are contacted for an interview and need accommodations due to a disability, please discuss your request for accommodations with the interviewer in advance of your interview date.

The Commonwealth is an equal employment opportunity employer and is committed to a diverse workforce. The Commonwealth values inclusion as we seek to recruit, develop, and retain the most qualified people to serve the citizens of Pennsylvania. The Commonwealth does not discriminate on the basis of race, color, religious creed, ancestry, union membership, age, gender, sexual orientation, gender identity or expression, national origin, AIDS or HIV status, disability, or any other categories protected by applicable federal or state law. All diverse candidates are encouraged to apply.

#### **EXAMINATION INFORMATION**

- Completing the application, including all supplemental questions, serves as your exam for this position. No additional exam is required at a test center (also referred to as a written exam).
- Your score is based on the detailed information you provide on your application and in response to the supplemental questions.

- Your score is valid for this specific posting only.
- You must provide complete and accurate information or:
  - your score may be lower than deserved.
  - you may be disqualified.
- You may only apply/test **once** for this posting.
- Your results will be provided via email.

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**Agency**

Commonwealth of Pennsylvania

**Address**

613 North Street

Harrisburg, Pennsylvania, 17120

**Website**

<http://www.employment.pa.gov> (<http://www.employment.pa.gov>)