

Archivist 2

APPLY through this link:

<https://www.governmentjobs.com/careers/pabureau/jobs/4326795/archivist-2>

Salary

\$54,181.00 - \$82,387.00 Annually

Location

Dauphin County, PA

Job Type

Civil Service Permanent Full-Time

Job Number

CS-2023-72159-26020

Department

Historical & Museum Commission

Division

HM St Rcds Ctr

Opening Date

01/04/2024

Closing Date

2/2/2024 11:59 PM Eastern

Job Code

26020

Position Number

Multiple positions may be filled from this posting.

Union

FOSEP

Bargaining Unit

C4

Pay Group

ST07

Bureau / Division Code

00300231 & 00300224

Bureau / Division

Pennsylvania State Archives / State Records Center & Digital Outreach Section

City

Harrisburg, Pennsylvania

Contact Name

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Contact Phone

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THE POSITION

Are you an experienced archivist who thrives in a team environment? Are you a knowledgeable archivist, interested in applying your skills, particularly with digital resources? The Pennsylvania Historical & Museum Commission is searching for a qualified Archivist 2 for the Bureau of the Pennsylvania State Archives. This position is responsible for acquiring, accessing, arranging, describing, and ongoing preservation and maintenance of records, particularly those maintained in our developing Digital Archives and Digital Records Center. If you enjoy new opportunities, apply today and take the next step in your professional career!



DESCRIPTION OF WORK

As an Archivist 2, you will be engaged in all archival functions, including accessioning, describing and providing access to collections, with an emphasis on digital records. You will work with other state agencies, promoting the resource of the State Records Center and State Archives. You will be an active participant in the Bureau's development of digital storage and preservation.

Interested in learning more? Additional details regarding the duties of this position may be found in the [position description](#).

Work Schedule and Additional Information:

- Full-time employment, 37.5-hour work week
- Work hours are 8:30 AM to 5:00 PM, Monday - Friday, with 60-minute lunch.
- **Telework:** You may have the opportunity to work from home (telework) part-time up to two (2) 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.
- **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 (commonwealth title); **or**
- Two years of professional experience at a formally established archival program performing appraisal and disposition, arrangement and description, or reference services work; **or**
- One year of professional experience at a formally established archival program performing appraisal and disposition, arrangement and description, or reference services work and a master's degree in archival science, history, library information science, or information science that includes three

graduate credits in archival science and completion of either the Society of American Archivists' (SAA) Arrangement and Description Certificate or the SAA Digital Archives Specialist Certificate; **or**

- One year of professional experience at a formally established archival program performing appraisal and disposition, arrangement and description, or reference services work and a master's degree in archival science, history, library information science, or information science and completion of both the SAA Arrangement and Description Certificate and the SAA Digital Archives Specialist Certificate.

Other Requirements:

- [PA residency requirement](#) 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 may eliminate you from consideration for this position.**

Veterans:

- Pennsylvania law (51 Pa. C.S. §7103) provides employment preference for qualified veterans for appointment to many state and local government jobs. To learn more about employment preferences for veterans, go to www.employment.pa.gov/Additional%20Info/Pages/default.aspx and click the Veterans' Preference tab or contact us at ra-cs-vetpreference@pa.gov.

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.