

**Notice of Position Vacancy**

The Third Circuit Court of Appeals Library is currently accepting applications for a temporary Archives Assistant.

Position Title: Archival Specialist (#02-23-USCA3LIB)

Location: Library of the U.S. Courts

Salary Range: CL 25 ($24.00 per hour)

Position Type: Temporary appointment; full time until July 28, 2023

Start Date: May 22, 2023 through July 28, 2023 – open until filled

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Position Overview: The archival specialist will be expected to work independently and as part of a team to support the mission of the Third Circuit Libraries’ archival program. The primary responsibilities include digitization of court material, creating metadata for records, and performing quality control on scanned items. Other administrative duties and responsibilities may be assigned as needed.

Requirements:

* Bachelor’s degree from an accredited school
* Experience with scanning and digitization
* Basic knowledge of archival principles
* Ability to work independently and as part of a team
* Strong oral and written communication skills
* Excellent attention to detail and organizational skills

Preferred Qualifications:

* Coursework in library science, archives, or history
* Experience using CONTENTdm
* Demonstrated digitization experience in a library/archival institution

Application Procedure: Send a resume and cover letter to: circuit\_library\_position@ca3.uscourts.gov

All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be U.S. citizens or eligible to work in the United States.

Background Check: Employees will be hired provisionally pending the results of a background investigation and fingerprinting.

**Other Information**

The Third Circuit Library reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice.

An extension of this temporary appointment, or conversion to a permanent appointment, may be offered without competition.

The Court of Appeals is an Equal Opportunity Employer