



## DEPARTMENT OF NAVY CAREER OPPORTUNITY

### Solicitation of Applicant for Archivist, GS-1420 Flyer # 22-003

**How to apply:** The United States Naval Observatory (USNO) will accept resumes through November 15<sup>th</sup>, 2022 to fill one vacancy for an Archivist under the Direct Hire Authority for Certain Personnel of the Department of Defense.

Resumes and transcripts should be submitted by email to [NAVOBSY\\_NOBS\\_N1-DL@navy.mil](mailto:NAVOBSY_NOBS_N1-DL@navy.mil) and reference the Flyer # above in the Subject Line of the email. Unofficial versions of transcripts are acceptable provided they list all coursework, credit hours completed, and the student's name. Cover letters are not required, but are highly encouraged. Highly qualified applicants will be contacted via email to schedule a job interview.

**Salary Range:** \$61,947 to \$97,430 Per Annum

**Job Location:** Washington, DC

**About the Job:** The successful candidate will be employed by the U.S. Naval Observatory (USNO) stationed at Washington, DC. USNO provides the Navy, the Department of Defense (DoD), other federal agencies, and the civil sector precise time, Earth orientation parameters, the positions and motions of celestial bodies, and related astronomical information. The archivist supports the Library's mission to deliver the most current research in space and time while preserving and making accessible USNO's unique historical cultural resources for research.

The specific focus for this position is on institutional record appraisal and description, though the incumbent may be expected to perform work in records management, cataloging, and other areas of library and archival science.

Highly qualified candidates will demonstrate a strong ability to perform the following required tasks:

- Appraise USNO institutional records (paper, audio/visual, legacy digital formats) according to industry standards
- Develop hierarchical collections based on USNO institutional structure and/or material type
- Write finding aids to support internal and external access to collection materials

- Modernize and enforce USNO record management functions (paper and electronic)

**Basic Requirements:** Appointment to Federal positions will be made at the GS-9 to GS-11 level, with a full performance at the GS-11 level, and are based on the applicant's education and experience. One position is available in the following field:

- Archivist (1420):
  - Bachelor's degree in archival science **or** bachelor's degree with a major that includes 18 semester hours in archival science, history and/or in political science or government, and 12 semester hours in one or any combination of the following: archival science, history, American civilization, economics, political science, public administration, or government. or
  - Combination of education and experience – at least 30 semester hours that included courses as shown above, plus appropriate experience or additional education.

**General and Career Information:** Starting salaries are commensurate with education and experience, plus full benefits. Applicants must be U.S. citizens. Males born after December 31, 1959 are required to be registered with the Selective Service System.

Recruitment and relocation incentives may be authorized.

Visit <https://www.cnmoc.usff.navy.mil/usno/> or the USNO Facebook page for more information on USNO.



**THE DEPARTMENT OF NAVY IS AN EQUAL OPPORTUNITY EMPLOYER.**