

SUPERVISORY ARCHIVIST

National Archives and Records Administration

Accepting applications

Open & closing dates

🕒 10/07/2021 to 10/18/2021

Pay scale & grade

GS 13

Appointment type

Permanent

Service

Competitive

Salary

\$99,319 to \$129,116 per year

Work schedule

Full-time

Locations

1 vacancy in the following location:

Dallas, TX

Relocation expenses reimbursed

No

Telework eligible

Yes as determined by agency policy

This job is open to



[Career transition \(CTAP, ICTAP, RPL\)](#)

Federal employees who meet the definition of a "surplus" or "displaced" employee.



[Family of overseas employees](#)

Family members of a federal employee or uniformed service member who is, or was, working overseas.



[Federal employees - Competitive service](#)

Current or former competitive service federal employees.



[Individuals with disabilities](#)



[Land & base management](#)

Certain current or former term or temporary federal employees of a land or base management agency.



[Military spouses](#)



Peace Corps & AmeriCorps Vista



Special authorities

Individuals eligible under a special authority not listed above, but defined in the federal hiring regulations.



Veterans

Clarification from the agency

All candidates who are: Current or former federal employees qualifying as Status Candidates, Federal employees currently serving on a VRA, VEOA eligibles, CTAP/ICTAP eligible, eligible for special hiring authorities (e.g., the Schedule A appointment for persons with disabilities, or covered by an Interchange Agreement), or Land Management employees eligible through Public Law 114-47

Announcement number

21-NARA-158

Control number

616676000

Duties

Summary

This position is part of the National Archives and Records Administration, Office of Presidential Libraries. You will serve as a supervisory archivist in a Presidential Library operated under the terms of the Presidential Records Act (PRA) and you will be responsible for planning and carrying out professional archival processes on Presidential records and donated collections, and related management and administrative duties.

Responsibilities

As a SUPERVISORY ARCHIVIST, you will:

- Supervise acquisition, reference, review, arrangement, description, web access, preservation, appraisal, and declassification activities in the following areas: electronic records, textual archives, audiovisual archives, and reference service as well as performs the full range of archival duties as needed.
- Define and schedule overall work to be accomplished within assigned program areas to assure achievement of specific policies and objectives.
- Oversee the management of the Presidential records and other archives in all media formats, including textual, audiovisual, and electronic.

Travel Required

Occasional travel - You may be expected to travel for this position.

Supervisory status

Yes

Promotion Potential

13

Job family (Series)

1420 Archivist

(<https://www.usajobs.gov/Search/Results?j=1420>).

Requirements

Conditions Of Employment

This opportunity is also open to [Status Candidates](#)

(<https://arc.fiscal.treasury.gov/files/my-arc/all-agencies/human-resources/guidance-and-reference/fs-status-eligible.pdf>).

under Announcement 21-NARA-299-P. Please refer to that announcement for details on open period, eligibility, and how to apply.

The experience may have been gained in either the public, private sector or [volunteer service](#)

(<https://arc.fiscal.treasury.gov/vacancies/fsresumetips.pdf>).

. One year of experience refers to full-time work; part-time work is considered on a prorated basis. To ensure full credit for your work experience, please indicate dates of employment by month/day/year, and indicate number of hours worked per week on your resume.

- A one year probationary period may be required.
- A one year supervisory or managerial probationary period may be required.
- Must successfully complete a background investigation.
- Complete a Declaration for Federal Employment to determine your suitability for Federal employment, at the time requested by the agency.
- If you are a male applicant born after December 31, 1959, certify that you have registered with the Selective Service System or are exempt from having to do so.
- Go through a Personal Identity Verification (PIV) process that requires two forms of identification from the Form i-9. Federal law requires verification of the identity and employment eligibility of all new hires in the U.S.
- Obtain and use a Government-issued charge card for business-related travel.
- Designated and/or Random Drug Testing may be required.

Key Requirements:

1. Please refer to "Conditions of Employment."
2. Click "Print Preview" to review the entire announcement before applying.
3. Must be U.S. Citizens or U.S. Nationals

Qualifications

You must meet the following requirements within 30 days of the closing date of this announcement.

SPECIALIZED EXPERIENCE: For the GS-13, you must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-12 grade level in the Federal service. Specialized experience for this position includes:

- Leading a team, program, or project; AND
- Analyzing, evaluating or developing formal policies and procedures related to records management and services; AND
- Planning, conducting and providing advice on archival projects and/or studies

In addition to the above requirements, you must meet the following **time-in-grade requirement**, if applicable:

For the GS-13, you must have been at the GS-12 level for 52 weeks.

Education

Education Requirements: The education generally must be from an accredited (or pre-accredited) college or university recognized by the U.S. Department of Education.

A. 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

B. Combination of education and experience - at least 30 semester hours that included courses as shown above, plus appropriate experience or additional education.

Additional information

- We may select from this announcement or any other source to fill one or more vacancies.
- This announcement may be used to fill like positions in other organizations within the National Archives and Records Administration.
- This is a non-bargaining unit position.
- We offer opportunities for telework.

How You Will Be Evaluated

Your application includes your résumé, responses to the online questions, and required supporting documents. Please be sure that your résumé includes detailed information to support your qualifications for this position; failure to provide sufficient evidence in your résumé may result in a "not qualified" determination.

Rating: Your application will be evaluated in the following areas: Managerial, Technical Skills, and Communication Skills. Your application will be rated and ranked among others, based on your responses to the online questions, regarding your experience, education, training, performance appraisals and awards relevant to the duties of this position. Your rating may be lowered if your responses to the online questions are not supported by the education and/or experience described in your application.

Referral: If you are among the top qualified candidates, your application may be referred to a selecting official for consideration. You may be required to participate in a selection interview.

If you are a displaced or surplus Federal employee (eligible for the [Career Transition Assistance Plan \(CTAP\)/Interagency Career Transition Assistance Plan \(ICTAP\)](https://home.treasury.gov/about/careers-at-treasury/how-to-apply/career-transition-assistance-plan-ctap-and-interagency)).

(<https://home.treasury.gov/about/careers-at-treasury/how-to-apply/career-transition-assistance-plan-ctap-and-interagency>).

) you must receive a score of 85 or better to be rated as "well qualified" to receive special selection priority

Background checks and security clearance

Security clearance

[Top Secret](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)

(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>).

Drug test required

Yes

Position sensitivity and risk

[Critical-Sensitive \(CS\)/High Risk](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)

(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>).

Trust determination process

[Suitability/Fitness](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)

(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>).

Required Documents

A complete application includes 1. A résumé, 2. Vacancy question responses, and 3. Submission of any required documents.

Please note that if you do not provide all required information, as specified in this announcement, you may not be considered for this position (or may not receive the special consideration for which you may be eligible).

Please ensure all required documents, including any required work samples, narratives, or other materials as stated in this announcement, are attached to your application package.

All applicants are required to submit a résumé either by creating one in USAJOBS or uploading one of their own choosing. (Cover letters are optional.) To receive full credit for relevant experience, please list the month/date/year and number of hours worked for experience listed on your résumé. We suggest that you preview the online questions, as you may need to customize your résumé to ensure that it supports your responses to these questions. Please view [résumé tips](https://arc.fiscal.treasury.gov/files/my-arc/all-agencies/human-resources/guidance-and-reference/fs-resume-tips.pdf)

(<https://arc.fiscal.treasury.gov/files/my-arc/all-agencies/human-resources/guidance-and-reference/fs-resume-tips.pdf>).

CURRENT AND FORMER FEDERAL EMPLOYEES -- Documentation Relating to Your Federal Employment:

- Submit a copy of your SF-50, Notification of Personnel Action, which shows your current (or most recent) grade and competitive service status. (To verify your competitive service status, on the SF50, Box 34 "Position Occupied" should show a "1" and Box 24 "Tenure" should show a "1" or "2".)
- If you are currently on a Veterans Recruitment Appointment (VRA), submit a copy of an SF-50 showing that. Also, you must submit a copy of your DD214 or other documentation showing dates of service and type of discharge and any other applicable documents such as SF-15, VA letters, etc.
- Indicate on your application the highest permanent grade you have held; if this grade is different from your current grade, submit a copy of an additional SF-50 showing this grade.

CAREER TRANSITION ASSISTANCE PLAN (CTAP) OR INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN (ICTAP)

DOCUMENTATION: If you are a displaced or surplus Federal employee, click [CTAP/ICTAP](#) (<https://home.treasury.gov/about/careers-at-treasury/how-to-apply/career-transition-assistance-plan-ctap-and-interagency>) for eligibility and a detailed list of required documents you must submit in order to be eligible.

If you are applying under a special hiring authority (e.g. Military Spouses, Interchange Agreement, VEOA, VRA, Schedule A Disability, etc.), please see [applicant guide for required documentation](#) (<https://arc.fiscal.treasury.gov/files/my-arc/all-agencies/human-resources/guidance-and-reference/fs-applicant-guide-merit-promotion.pdf>). In order to be eligible under one of these authorities, you must submit all required documentation as outlined in the applicant guide.

Land Management Eligibles must provide all required documentation to verify eligibility, prior performance, and qualifications for the target position. You can find information on the Land Management Workforce Flexibility Act and eligibility [HERE](#) (<https://www.chcoc.gov/sites/default/files/Land%20Management%20Workforce%20Flexibility%20Act%20Implementing%20Policy%20Guidance%20FAQs.pdf>). Land Management Eligibles must compete under competitive merit promotion procedures and meet all applicable requirements as such (time-in-grade restrictions do not apply).

FORMER FEDERAL EMPLOYEES - Non-competitive Reinstatement Eligibility - If you are a former federal employee and wish to be non-competitively reinstated for a higher grade or full performance level than which you left federal employment, you **MUST** provide a copy of your separation SF50 (the "position occupied" block on the SF-50 should show a "1" and your "tenure" block should show a "1" or "2") AND the last performance appraisal you received from your federal employment which shows at least a fully successful rating.

EDUCATION DOCUMENTATION: For positions with an education requirement, or if you are qualifying for this position by substituting education or training for experience, you **MUST** submit a copy of your transcripts or equivalent. An official transcript will be required if you are selected.

A college or university degree generally must be from an accredited (or pre-accredited) college or university recognized by the U.S. Department of Education. For a list of schools which meet these criteria, please refer to [Department of Education Accreditation page](#) (<http://ope.ed.gov/accreditation/search.aspx>).

If you are qualifying based on foreign education, you must submit proof of creditability of education as evaluated by a credentialing agency. Refer to the [OPM instructions](#) (<http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-policies/#url=General-Policies>).

PERFORMANCE APPRAISAL: All applicants are required to submit their most recently completed annual performance appraisal (dated within 18 months from the closing date of the vacancy announcement), which identifies your official rating of record (must be at least "Fully Successful") and is signed by the supervisor, or a statement explaining why the performance appraisal is unavailable. If you fail to provide a copy of the performance appraisal, or a statement advising why it is unavailable, you will be removed from further consideration.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](#) (<http://www.ed.gov/admins/finaid/accred/>).

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407)
(<https://www.usa.gov/benefits-for-federal-employees#item-36407>)
- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/)
(<https://www.opm.gov/healthcare-insurance/>)
- [Pay and leave](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/)
(<https://www.usajobs.gov/Help/working-in-government/pay-and-leave/>)

<https://www.usajobs.gov/Help/working-in-government/benefits/>

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How to Apply

The National Archives and Records Administration has partnered with the Treasury's Bureau of the Fiscal Service to provide certain personnel services to its organization. Fiscal Service's responsibilities include advertising vacancies, accepting and handling applications, and extending job offers.

The following instructions outline our application process. You must complete this application process and submit any required documents by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement. We are available to assist you during business hours (normally 8:00 a.m. - 5:00 p.m. ET, Monday - Friday). If applying online poses a hardship, please contact us by noon ET on the announcement's closing date.

The Bureau provides reasonable accommodation to applicants with disabilities on a case-by-case basis. Please contact us if you require this for any part of the application and hiring process.

- To begin, click Apply to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application.
- Follow the prompts to select your resume and/or other supporting documents to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.
- After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and click to continue with the application process.
- You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application.

To verify the status of your application, log into your USAJOBS account ([USAJOBS Login](https://secure.login.gov/?request_id=2f00ecf7-9ef8-4bd9-9744-58eb9bf4f629)

(https://secure.login.gov/?request_id=2f00ecf7-9ef8-4bd9-9744-58eb9bf4f629)

); all of your applications will appear on the Welcome screen. The Application Status will appear, along with the date your application was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/>

([http://www.usajobs.gov/Help/how-to/application/status/](https://www.usajobs.gov/Help/how-to/application/status/)).

For additional information on how to apply, please visit the Partnership for Public Service's [Go Government](https://gogovernment.org/?utm_source=MASTER&utm_campaign=9c4032cc7d-EMAIL_CAMPAIGN_2019_03_18_11_18_COPY_01&utm_medium=email&utm_term=0_3aed0f55fc-9c4032cc7d-213491377)

([https://gogovernment.org/?utm_source=MASTER&utm_campaign=9c4032cc7d-](https://gogovernment.org/?utm_source=MASTER&utm_campaign=9c4032cc7d-EMAIL_CAMPAIGN_2019_03_18_11_18_COPY_01&utm_medium=email&utm_term=0_3aed0f55fc-9c4032cc7d-213491377)

[EMAIL_CAMPAIGN_2019_03_18_11_18_COPY_01&utm_medium=email&utm_term=0_3aed0f55fc-9c4032cc7d-213491377](https://gogovernment.org/?utm_source=MASTER&utm_campaign=9c4032cc7d-EMAIL_CAMPAIGN_2019_03_18_11_18_COPY_01&utm_medium=email&utm_term=0_3aed0f55fc-9c4032cc7d-213491377)).

website.

To preview the assessment questionnaire: <https://apply.usastaffing.gov/ViewQuestionnaire/11208882>
(<https://apply.usastaffing.gov/ViewQuestionnaire/11208882>).

Agency contact information

 Applicant Call Center

Phone

[304-480-8990](tel:304-480-8990)
(tel:304-480-8990)

Email

NARahr@fiscal.treasury.gov
(mailto:NARahr@fiscal.treasury.gov)

[Learn more about this agency.](#)
(#agency-modal-trigger)

Address

LEGISL ARCHVS, PRES LIB, AND MUS SV
2943 SMU Blvd.
Dallas, TX 75205
US

Whether you are new to the Federal Government or an experienced professional seeking a career change, you can make history at the National Archives. Our dedicated staff works across a variety of career fields to safeguard the records of the Federal Government - more than 10 billion of them.

Visit our Employee Gallery at www.archives.gov/careers
(<http://www.archives.gov/careers>)

to see the kinds of dynamic projects our staff are undertaking. If you want a career where you can see the difference your work makes, then join the National Archives!

For more information, visit: www.archives.gov
(<http://www.archives.gov/>)

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Next steps

Once the online questionnaire is received, you will receive an acknowledgement email that your submission was successful. We will review your resume and transcript(s) (if appropriate) to ensure you meet the basic qualification requirements. We will evaluate each applicant who meets the basic qualifications on the information provided and may interview the best-qualified applicants. After making a tentative job offer, we will conduct a suitability and/or security background investigation. A final job offer for this position is typically made within 40 days after the closing date of the announcement.

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](https://www.eeoc.gov/federal/fed_employees/index.cfm)
(https://www.eeoc.gov/federal/fed_employees/index.cfm)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about [disability employment and reasonable accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)
or [how to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/).
(<https://www.usajobs.gov/Help/how-to/application/agency/contact/>).

Legal and regulatory guidance

[Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>).

[Privacy Act](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>).

[Selective Service](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>).

[Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>).

[Signature & False statements](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>).

[New employee probationary period](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>).