



**UNITED STATES COURT OF APPEALS
FOR THE TENTH CIRCUIT**

Vacancy Announcement # 16L12

POSITION: Archivist – Temporary (one-year appointment)

LOCATION: Headquarters Library for the Tenth Circuit in Denver, Colorado

SALARY RANGE: CL 26/1 – CL 26/25 (\$46,377 -- \$57,971). Salary is commensurate with experience, qualifications and education. Full Range of Benefits Available.

CLOSING DATE: Open Until Filled – Preference given to resumes received by 11/30/2016.

POSITION OVERVIEW: The Archivist will be responsible for organizing and cataloging the court’s archival collection, which is located in the library. Tasks include, but are not limited to, digitizing valuable items and creating metadata, consistent labeling of materials, creating a finding aid, and outreach to other archives (both locally and nationally). The Archivist will work closely with the Emerging Technologies Librarian to select current and archival materials to be digitized, develop and promote digitization initiatives, and provide access to the library’s current collection of digitized materials.

REQUIRED EDUCATION, EXPERIENCE, AND SKILLS: Masters Degree in Library Science from an ALA-accredited institution (archives management or digital media/digital library collections emphasis is preferred); at least one year of professional library experience.

In-depth familiarity with both print and electronic resources; knowledge of or experience with PastPerfect archiving software; advanced knowledge of archival systems and current trends in information preservation and curation; experience working with web design and electronic publishing software; ability to develop and foster partnerships with both internal and external entities; excellent organizational, interpersonal and communication skills and the ability to work in a team environment.

APPLICATION PROCEDURE: Please indicate the position/vacancy number you are applying for and submit cover letter and resume (if mailed provide two copies of each document) to:

Human Resources
Byron White U.S. Courthouse
1823 Stout Street, Denver, CO 80257-1823

or as a single attachment email sent to:
hr@ca10.uscourts.gov

Applicant must be eligible to work in the United States. Appointment is contingent upon satisfactory completion of a background check. **THE FEDERAL COURTS ARE AN EQUAL OPPORTUNITY EMPLOYER**