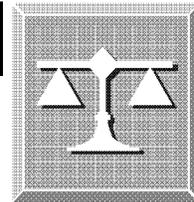


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**General Schedule
Position Classification Standards**



WCPS-2 August 2002

**POSITION CLASSIFICATION
STANDARD
FOR
ARCHIVES TECHNICIAN
SERIES, GS-1421**



**Workforce Compensation
and Performance Service**



Archives Technician Series

GS-1421

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SERIES DEFINITION

This series includes positions which involve nonprofessional and technical work in accessioning, arranging, describing, preserving, using, and disposing of archives, non-current records, and related material kept in record and manuscript depositories. This work requires the application of a practical or technical knowledge of archival methods, procedures, and techniques, and in some assignments a knowledge of the administrative history of specific Federal organizations, past or present. The work does not require full professional preparation in archival science, or the application of a full professional knowledge of the history of the United States. This standard supersedes the classification material for the archives Assistant Series, GS-1421, published September 1955.

OCCUPATIONAL INFORMATION

"Archives" are those documents officially produced or received by a Government agency, a public or private organization, or an individual which, taken in the aggregate, serve to record the operations or activities of that institution or individual. As the term is applied to the records of the Federal Government it embraces (1) those bodies of non-current permanently valuable records that form useful evidence of the organization, functions, policies, decisions, procedures, operations or other activities of Federal agencies or very important federal officials, or (2) those records that must, or should, be preserved for their informational content.

"Records" includes books, papers, maps, photographs, or other documentary materials regardless of physical form or characteristics, made or received by an agency of the United States Government in pursuance of Federal law or in connection with the transaction of public business, and preserved, or appropriate for preservation, by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government, or because of the informational value of the data contained therein.

Many of the records originally received by a records depository do not have permanent value. These are kept for specified periods of time and are disposed of according to schedule when official or legal requirements have been met. Those determined to have sufficient permanent or actual archival value to warrant Preservation by the U.S. Government are sent to a designated archival depository.

The general method used to keep archives and noncurrent records serves to differentiate archival work from other record keeping activities and has an important impact on the way work is performed. This method calls for identifying the records with the originating agency, organization, or individual involved, and arranging them according to the original record keeping systems. This method is fundamental to archival work.

In the National Archives and Records Service, records are divided into more than 400 Record Groups which are in turn subdivided into subgroups and series. The origin of the record is the basic criterion used to establish record groups, and to identifying series. Insofar as possible within series, these are arranged according to the same system used by the parent organization, activity, or individual. In many work situations, the success of the work hinges to a large extent

upon the degree to which an Archives Aid or Technician is familiar not only with the record systems but also with the specific contents of the records. The work is influenced by the functional area of work involved and by the characteristics of the records.

The functional areas of nonprofessional archival work generally parallel those described for professional archival work. See the classification standard for the [Archivist Series, GS-1420](#), for a full discussion of these functional areas.) However, in some areas they are not as clearly identified and do not include the full range of work performed by Archivists. As generally defined, the broad functional areas of archival work include:

(1) *Appraisal, accession, allocation, and disposal.*

- Acquiring or receiving records and related material officially or legally transferred to a records or manuscript depository, Presidential Library, or an archives; determining its archival value; distributing these records or this material internally; and transferring or disposing of the records after their fate has been determined.

(2) *Identification, arrangement, and description.*

- Determining the proper (original) plan of arrangement for series of records, arranging them according to prearranged plans describing their essential features, e.g., describing Records Groups, and identifying their major parts (the subgroups and series of records involved).

(3) *Preservation rehabilitation, and maintenance.*

- Preserving and keeping the records intact, and insuring that they are maintained and kept properly.

(4) *Documentary publication, historical editing, and exhibit.*

- Preparing and publishing documentary material, reviewing such material for accuracy, historical context, format, etc., and preparing archival material for exhibition to the public.

(5) *Reference service and research.*

- Providing reference services to agencies, organizations, and individuals, or giving technical assistance to those engaged in research.

Although these definitions cover "archival work," they are not intended to imply that Archives Technicians function in each of these areas. Archival work is influenced to some degree by the work situation, which generally corresponds to the type of records depository involved, i.e., a records center, an archives, a Presidential Library or a depository for special records. Typically, the work performed by an individual employee at a records center or at general records depositories covers a wider variety of functions and is more generalized than that performed at the National Archives.

The characteristics of the records also often dictate how the records are to be handled, e.g., charts, maps, audiovisual records, deteriorated or fragile records, etc. Both the work situation and the characteristics of the records may affect how the work is performed. Other archival work, such as that performed by a military service, a large operating agency of Government, etc., is usually performed for a special purpose, but the work situations and the general characteristics of the work tend to follow the patterns indicated above.

COVERAGE

A. Inclusions

Some Archives Aid positions (GS-3 and below) may be classified in this series even though specialized training and experience in archival work is not a paramount requirement for placement purposes. This is true of positions involving Archives Aid duties whenever the duties lead to advancement to higher grade non-supervisory or supervisory archives Aid or Technician positions. Under these circumstances, the lower grade work is considered to be an initial part of the career ladder leading to positions requiring "specialized experience."

Positions at GS-4 and above are included in this series when the application of specialized experience or training in archival work is the paramount requirement of the work.

This includes:

- o positions consisting solely of Archives Technician duties;
- o positions in which the Archives Technician duties control the grade level; and
- o mixed positions in which some of the duties require the services of a qualified typist, stenographer, etc., but for which a specialized experience or training in archival work is the paramount requirement.

B. Exclusions

The following positions are excluded from the GS-1421 Series even though they may include some duties typically performed by an Archives aid or Technician:

- (1) Positions that are isolated or that represent dead end assignments in an archives or a records depository are excluded from this series, even though the work includes some duties typically performed by an Archives Aid or Technician.

For example, where the organization affords little opportunity for advancement or a career in archival work, the positions may be classified as a file clerk, clerk-typist, dictating machine transcriber, stenographer, or the like, when one of these classifications is more appropriate to the career development pattern than classification as an archives aid/technician would be.

- (2) Positions for which the primary qualifications requirement calls for a substantial knowledge of personnel regulations, procedures, and personnel program requirements. Some such positions involve reviewing and responding to requests for information from personnel or payroll records (including records of separated civilian and military personnel). This includes records used regularly to verify dates of service, rank, or grade, salary, type of separation and discharge, etc., as opposed to records used mainly for historical or genealogical research. Such positions are classified in the [Personnel Clerical and Assistance Series, GS-0203](#) or the [Military Personnel Clerical and Technician Series, GS-0204](#), as appropriate.
- (3) Positions the paramount requirements for which are skill and experiences in trades, crafts, or manual labor occupations are exempt from the General Schedule System. Duties reflected in this standard at the GS-1 and GS-2 levels generally require the application of manual skills as the primary feature of the position. However, when such positions are established by management as a part of a career ladder in training for skilled technician positions requiring the specialized knowledges outlined in the series definition, they are included under the General Schedule.

C. Distinctions Between Archives Aid/Technicians and other Non Professional Occupations

The similarity of the work to that performed in related occupations is often confusing. For example, at the lower grades, the work performed by Archives Aids and Technicians in some assignments closely resembles that performed in related clerical and other nonprofessional occupations (e.g., file clerk) at comparable grade levels.

At the higher grade levels, the work performed by Archives Technicians is often quite similar to and parallels that performed by the professionally trained Archivist. Thus, it may be difficult to determine the appropriate series for some positions, and particularly so when assignments are in borderline work situations.

In the final analysis, this determination is usually controlled by the paramount qualification requirements of the work being performed, but this is not the only criterion that should be applied. When making a series determination in such a situation, consideration should be given to

- o degree to which specialized training and experience is required in the performance of the work;
 - o whether or not professional training and experience in archival work is required in performing the work; and
 - o nature and characteristics of the career ladder involved. There are some general rules that can be applied in determining whether or not a position is properly classifiable in this series. These should be applied as guides. They do not apply universally, nor do they apply in all work situations. They should be interpreted and used in that context
- D. Distinctions Between Archives Aid/Technician Positions and professional Archivist Positions There are some positions above GS-7 that involve work which, in many

respects, resembles that performed by professionally trained archivists. Positions of this kind most frequently occur in situations where

- o the work requires a highly technical, broad, or intensive subject-matter knowledge of the field that is represented in the content of the records involved;
- o the work is very specialized and requires an intensive quasi-professional knowledge of one or more of the functional areas of archival work; or
- o the work is of a supervisory or administrative nature and closely parallels that performed by professionally trained Archivists. In making a determination of whether or not such positions are nonprofessional or professional, it is well to bear in mind that professional Archivist position regularly requires:
 - (1) a knowledge of the fundamental principles and theoretical concepts of professional archival work;
 - (2) the ability to use these knowledges with versatility, judgment, and perception when confronted with practical archival problems;
 - (3) the ability to use archival materials and related manuscript and published material in performing research that underlies, and is fundamental to, archival science;
 - (4) the ability to recognize, organize, analyze, synthesize, correlate, and interpret data or information contained in noncurrent records, and to assess their historical value and pertinence to other scholarly research;
 - (5) the ability to keep abreast of the professional field; and
 - (6) the ability to recognize the potential value of bodies of records. It is not mandatory that all of these criteria apply in any given position or work situation, but as a whole these represent the type of knowledge and the kinds of abilities that are required to perform professional archival work classifiable in the [Archivist Series, GS-1420](#).

E. Archives Technicians and Specialists Above GS-7

The work performed in Archives Specialist positions does not require the application of a full understanding of the principles and concepts that underlie archival science, nor does it involve the performance of fundamental research, the interpretation of a broad spectrum of historical relationships, or the determination of archival values that exist in bodies of records or between and among them.

The work does require the application of an intimate and highly specialized subject-matter knowledge of the records involved and of the methodology applied in the work, often more intensive than that applied by the professionally training Archivist.

TITLES

The approved titles for nonsupervisory Aid and Technician positions in this series are: Archives Aid, GS-1 through GS-3, and Archives Technician, GS-4 and above. The title Supervisory Archives Technician applies to positions when the supervisory duties and responsibilities are such as to require supervisory qualifications.

This standard does not provide criteria for classifying positions in which supervisory or administrative duties and responsibilities are grade controlling. See the [General Schedule Supervisory Guide](#) to determine the grade level of supervisory positions.

The title Archives Specialist applies to those positions, typically found at GS-9 and above, which require administrative or other highly specialized qualifications in addition to an "expert" knowledge of the technical aspects or archival work.

Duties

Typically include one or more of the following factors:

- Liaison with program officials of other Government agencies to ensure that agency needs are met.
- Evaluate records, maintenance and disposition programs and practices in other agencies.
- Provide technical assistance to program officials of other government agencies relating to files management and records disposition (e.g., conducting surveys or workshops).
- Liaison with the scholarly community to encourage research use of the records.
- Program direction of a records depository or a major segment thereof.
- Responsibility for administrative and managerial functions such as personnel, budget, space, data processing.

The prime requirement for Archives Specialist positions is the body of specialized knowledge gained from working with Government records and record keeping systems.

CLASSIFICATION FACTORS

Two basic factors are used to evaluate the grade levels of nonsupervisory positions in this series:

- (1) Nature of Assignments and
- (2) Responsibility. These factors seldom operate independently. Therefore, each should be measured in terms of their total impact on the job, taking into account the way they are interrelated in the specific position under consideration

The major elements of these two factors are described below:

Nature of Assignments

This factor measures:

- (1) the area of assignment or functional area of work;
- (2) the kind of work (support, technical, subject matter, etc.);
- (3) the scope, depth, and special characteristics of the assignment; and
- (4) the kinds and degree of knowledges, skills, and abilities required to do the work.

Responsibility

This factor measures:

- (1) the way in which the work is assigned and the degree to which it is supervised;
- (2) the nature of instructions, guidelines, finding-aids, references, etc., their applicability, and the degree to which these control the work;
- (3) the extent and degree to which initiative and originality are required; and
- (4) the type of responsibility exercised, what is involved, and the degree of accountability for the work.

COMMENTS ON THE USE OF THE STANDARD

1. *Specific grade-level coverage*

This standard includes criteria for use in classifying nonsupervisory Archives Aid and Technician positions from GS-1 through GS-7. This range portrays nonsupervisory performance levels typical of the occupation as a whole. Nonsupervisory positions above GS-7 are few in number and highly individualized in nature. Those positions which clearly and significantly exceed the criteria for the grade GS-7 level as depicted in the standard may be classified by extension of this material.

2. *Arrangement of archival records*

Before arriving at a determination of grade levels in this occupation, it is necessary to take into consideration the fact that the series of records or archives are kept in the same arrangement and according to the same system used by the originating agency, organization, activity, etc. In this

context, positions are measured in terms of what is involved in keeping, maintaining, and using the records, or in relation to the records, and the degree of knowledge, skill, and ability required to do this.

At the higher grade levels, positions are further measured in terms of the way information or data is selected and made available, methods, procedures, and techniques applied in the work, and influence of the work on a program, segment of a program, or the work in general.

3. *Quantitative measures*

This standard does not contain a quantitative definition of a Record "Group" or "Series". It is impracticable to define them considering the various possibilities and significance involved, and the question of where to draw an equitable line. A series might range from a single container of records to several rooms full of records. This consideration is covered, though indirectly, by the factors. Grade-level distinctions are based on the character of the work, kinds of responsibilities involved, and the kind and nature of judgments involved, rather than on a quantitative measurement of the records.

4. *Subject-matter knowledge applied in the work*

As used in this standard, the term "subject-matter knowledge" applies exclusively to an understanding of the substantive content of the records involved rather than to a grasp of the record-keeping and filing system used to maintain the records. Subject-matter knowledge typically is more significant as a grade determinant at the higher levels

ARCHIVES AID, GS-1421-01

No previous training or work experience is required for Archives Aid GS-1 positions. The tasks assigned are simple and repetitive, and full performance is expected after a few days' training or experience on the job. The work is performed under the direct supervision of an experienced, higher grade employee. Some of the work is designed to train and develop the aid to perform higher grade work.

Nature of assignments

GS-1 assignments include simple, routine, and repetitive tasks. Typical examples of such assignments include:

- (1) Applying essentially one-step procedures in receiving, storing, and maintaining records, when the procedures require a very brief period of training and involve performing simple, repetitive tasks.
- (2) Boxing, storing, and arranging containers of records according to simple, predetermined, and clearly designated arrangements.

- (3) Loading, unloading, and arranging containers of records on trucks and lifts, placing them on shelves, and keeping the shelves and storage areas neat.

Responsibility

The work is supervised directly and subject to thorough and complete review. In performing his work, the Archives Aid GS-1 follows a few specific instructions which are simple and direct and must be observed strictly in all assignments. Guide lines are clear, specific, and clearly applicable.

ARCHIVES AID, GS-1421-02

The work performed in Archives Aid GS-2 positions involves the application of the general work procedures used in archival work, but does not require previous training or experience in archival work or in an archival work situation. Tasks are specific, interrelated, and cover a wider span of activities than at GS-1. The work is supervised closely and inspected or reviewed periodically. Some assignments include combinations of tasks designed to train and develop the aid in a specific phase or segment of archival work and to familiarize him with the general system used to keep records and archival materials.

Nature of assignments

GS-2 assignments typically include a number of simple, repetitive, and related tasks that require the application of several instructions, procedures, and guidelines. Most assignments provide training and experience in an archival work situation and are generally designed to acquaint the Archives Aid with the organization of the unit in which he is working, give him a knowledge of the services it provides, and familiarize him with the general system used to keep and maintain the records. Knowledges and skills directly related to the assigned area of work (e.g. those pertaining to the general system used to keep and maintain the records, general storage procedures, physical layout of the storage areas, terminology, protective measures) are acquired on the job.

Typical examples of GS-2 assignments include:

- (1) In an uncomplicated body of records in a records depository, performs the following duties: Moving blocks of records from one area to another, e.g., newly accessioned records from the receiving to the storage area, following specific procedures and instructions. Storing records according to detailed plans and instructions, and helping inspect shelves and storage areas to see that records are properly stored. Withdrawing specified records, at the request of an Archives Technician, Archives Specialist, or Archivist.

- (2) Assisting an Archives Technician, Archives Specialist, or Archivist in a reference room of a large records depository, by forwarding requests for previously identified records and taking the records to users, where the records are arranged simply; collecting the records after use; and assembling and returning boxed records to their proper storage areas after use.
- (3) Assisting higher grade employees provide reference service in a records depository by searching for specific, clearly identifiable records, delivering them to the person needing them, and returning containers to their proper place in the storage area after use. In this situation the request identifies the records and the search usually involves the identification of the boxes in which the records are stored.

Responsibility

The work is closely supervised and periodically inspected or reviewed. Procedures are well established and clearly defined, and are only changed as the result of direct instructions. Guidelines are clear and specific and instructions direct. The procedures have built-in safeguards to prevent or detect errors. There is some relaxation of these controls as the Archives Aid GS-2 becomes trained and demonstrates greater degree of skill in his work.

ARCHIVES AID, GS-1421-03

GS-3 Archives Aid positions involve use of a working knowledge and understanding of the organizational unit's services, practices, and procedures relating to the specific function(s) or activities involved. These knowledges typically are gained through instructions on the job. Previous experience with non-current records may be desirable, but is not required.

Normally, some of the assignments also provide training in specific area of archival work and serve as the means of familiarizing the Archives Aid with the specific records and record systems involved. The work in this part of the assignment is closely supervised for that reason.

Nature of assignments

The work performed in typical GS-3 assignments involves the application of numerous methods, procedures, and practices of limited complexity, e.g., finding aids, and cross-references pertaining to pay, medical records, and service records of personnel in a series of records pertaining to World War I. Tasks assigned usually relate to specific area or phase of archival work, e.g., reference service, and are assigned on both a day-today and continuing basis.

Archives Aid GS-3 positions require a knowledge of general clerical and office procedures, the work methods applied in archival work situations, or a basic knowledge of the techniques applied in specific areas of archival work, e.g., maintenance of audiovisual or cartographic records. Assignments require the application of the established and well-known methods, procedures, and practices pertaining to the area of assignment or work situation involved. In assignments that entail the use of specific records, he must acquire and apply a working knowledge of the records,

e.g., requiring moderately complex subject-matter code or other breakdown system used in classifying and cross-referencing records or files material.

Typical examples of Archives Aid GS-3 assignments include:

- (1) Assisting higher grade employees in a records depository by performing a variety of duties in receiving, moving, and storing records and related archival materials. Moves blocks of records (series and groups and their component parts) from one area to another, following generally established practices and procedures. Shelves records in accordance with approved plans and keeps them in proper order. As instructed, searches for information in designated portions of the records.
- (2) Assisting higher grade employees in a records depository by searching for specific, readily available, information in answer to requests of a recurring nature. Identifies information to see that it is correct, and makes appropriate notations so the request can be answered by an Archives Technician, Archives Specialist, or Archivist.
- (3) Assisting higher grade employees provide a variety of reference services. Records are easily identifiable but may not be limited to one agency or organization. Information requested is specific, of the type anticipated when the records were established, and is obtained from well recognized sources. The Archives Aid GS-3 obtains specific records for the use of higher grade employees, or for the use of others requesting the service, assists in the surveillance of records while in research use to see that they are being used properly, and returns them to the appropriate storage areas.

Responsibility

GS-3 Archives Aids are responsible for making routine decisions in applying established archival policies, rules, and instructions. The work is performed under direct supervision. The supervisor is usually available to answer questions and give additional instructions when needed. After the Archives Aid GS-3 becomes well indoctrinated and gains a specific knowledge of the work, the supervision is relaxed and the work is spot-checked to insure that instructions are being followed.

Assignments are specific and instructions clear. Guidelines are available, to the point, and cover most work situations. The work requires the application of discretion and judgment, such as that required, for example, in retrieving records, interpreting cross-references, and obtaining specified information from the records.

ARCHIVES TECHNICIAN, GS-1421-04

Grade GS-4 is the first level which requires the application of general knowledge of archival methods, procedures, and practices applied in a segment or phase of the work, including a general familiarity with the content of the records involved as well as with the terminology and record keeping schemes involved. Most GSA Archives Technicians provide full-time support in archival work.

Nature of assignments

GS-4 assignments require the application of a variety of standardized methods, procedures, and practices, some of which are complex. Tasks generally are assigned on a continuing basis. In most assignments, the work is designed to meet a particular need and at the same time provide the means of acquiring training and experience in a specific area of archival work.

The GSA Archives Technician uses basic methods and procedures generally applied in noncurrent record keeping and archival activities, and has a knowledge of the functional relationships existing between organizational elements of the records depository, archives, or the activity to which assigned. The knowledge applied in the work relate to the functional area, the body of records involved, or the special kinds of methodology used. The GSA Archives Technician, in most assignments develops and applies skill in recognizing relationships that exist between several related series of records.

Examples of GSA assignments:

- (1) An Archives Technician in a records depository or an archives primarily providing reference service (in an organizational unit established for that purpose) which requires the application of a knowledge and understanding of the record keeping and cross-referencing systems applicable to several related series of records that are either cross-indexed or readily identifiable, e.g., by file or serial number.

Requests are almost always specific, e.g., pertain to a certain individual, seek to establish data as indicated by a census report, passenger list, or military record; are made to confirm dates of military service of ancestors and establish genealogical data; or pertain to specific items, entries, actions, transactions, etc. of an organization, e.g., payroll data, to establish entrance or separation data, terms of specific contracts, dates of establishment and abandonment. The Archives Technician GSA reviews the request and determines the nature of the information desired. Applying his knowledge of record keeping systems, indexes, and other references, he searches for information. Notes whether the information is available, unavailable, or if additional clues are needed to establish its availability or authenticity. Transcribes, copies, or reproduces the information he finds; prepares material for transmittal to agencies or individuals, or brings file to person requesting it. Collects records after use, returns them to their proper location and refiles or rearranges them. Performs other duties involved in servicing and maintaining the records.

- (2) An Archives Technician GS-4 performing support work the accession, allocation, arrangement, storage, maintenance, and servicing of records. The major portion of the records involved represent major bodies of records received from operating governmental organizations. Completes forms controlling new accessions by abstracting pertinent data from accessioning documentation in accordance with predetermined procedures and verifies the coded restrictions imposed on the use of records. Also assists higher grade employees by reviewing documentation accompanying newly accessioned records to insure that the forms are completed in accordance with standards. Packs or repacks records in containers; moves, stores, arranges, the containers according to prearranged

plans; and performs various other duties in servicing and maintaining a number of related bodies of records.

- (3) An Archives Technician GS-4 providing support for description work and microfilm publications involving readily identifiable records. After the general plan of arrangement has been established, checks documents to insure that the proper arrangement has been maintained, corrects arrangement as required, calls attention to documents that do not appear to belong to the series. Prepares new folders or jackets for file items, determining the title or code when it is missing; compiles simple indexes and shelf lists.

Responsibility

The Archives Technician GS-4 must apply established archival policies, rules, and instructions that are more numerous and detailed than those characteristic of the GS-3 level. The Archives Technician has responsibility for knowing the established archival routines, and for carrying through the full cycle of numerous clerical and nonprofessional tasks.

The Archives Technician GS-4 must use resourcefulness and judgment in making decisions when there are alternate courses of action with inapplicable procedures and requirements, and in explaining or determining the applicability of guides or procedures of a general nature.

GS-4 Archives Technicians work under supervision of an Archivist or supervisory Archives Technician. They are responsible for working within established procedures and operating instructions and for making related decisions subject to supervisory approval. Recurring routine assignments are performed on the basis of previous experience. Unusual or difficult problems are referred to the supervisor. Work is reviewed periodically to insure compliance with procedures and quality standards.

Supervisory control is significantly closer and more complete for in-service training assignments. Under such conditions, the Archives technician performs assignments similar to those described at the GS-5 level with explicit instructions as to the methods and procedures to follow and the work is reviewed in process.

ARCHIVES TECHNICIAN, GS-1421-05

GS-5 Archives Technician positions are differentiated from those at GS-4 in that they typically involve the application of a subject matter knowledge to bodies of records; and/or involve determinations as to which procedures practices, and methods to use. At GS-4 the work requires a general knowledge of the methods, practices, and procedures as they apply to a narrower segment. At GS-5 the methods, etc. are not completely standardized and specifically applicable. A further distinction in these types of assignments is that, by virtue of his experience, the GS-5 is responsible for the accuracy of the clerical and "technician" aspects of his work, and performs the day-to-day routines of his work independently, while at GS-4 the work is reviewed and spot-checked regularly.

GS-5 is also the first level of quasi-professional work. Such assignments are covered by standardized methods, procedures, and practices.

Nature of assignments

GS-5 assignments typically include one or more of the following types of duties:

- (1) Assignments involving the performance of nonprofessional record keeping and archival tasks and the application of related work procedures, when the methods, procedures, and practices although standardized call for initiative and discernment because they do not cover all situations which the technician encounters in his assignment. Examples of this general type of work include searching for related items of information in records of more than one creating office; and collating files with contemporary registers, lists, and indexes for the purpose of verifying correct arrangement and detecting missing and misfiled items as well as enclosures that have become separated from their covering communications, or for the purpose of accounting for all records covered by contemporary finding aids. Such work requires the exercise of considerable judgment, both in using and applying a variety of established regulations, instructions, and procedures and in adapting and modifying methods and procedures and selecting those that are most useful.
- (2) Assignments involving technical or quasi-professional tasks in one or more of the functional areas of archival work, e.g., reference accessioning, arrangement, preparation of finding aids. The duties generally parallel uncomplicated segments of professional archival work. Such work requires the application of standard approaches, and involves the use of standard manuals, general instructions, and readily available reference material.

Examples of such assignments are:

- (a) Review repetitively accessioned records and prepares descriptions of them. Oversees a crew of archives aids/ technicians and a laboring force in the proper placement of new accessions on shelving. Within well-defined guidelines, insures that they are placed correctly on shelving in relation to other similar series.

This work requires a knowledge of the layout of the records in the depository, the pattern of records flow from the agencies (both in volume and kind), the probable level reference use to be made of the records, the organizational structure and records systems of one or more major organizations, and the general content of the records in order to determine placement and the probable level of reference use.

- (b) Handling reference requests from case-files type records when searches must be made in numerous series of records and frequently in numerous record groups (e.g., the collecting of information relating to a soldier from the pension application files of the Veterans Administration, the compiled service records of the Adjutant General's Office, the court martial records of the Judge Advocate General, the cemeterial records of the Quartermaster General, etc.); or from non-case file type records of more than one creating office provided the request is specific and the records are filed according to familiar filing schemes (e.g., establish military or civilian service credit by determining and verifying

dates of employment and rates of pay during the employee's career from payroll records of the General Account-Office).

- (c) Assisting archivists who are preparing inventories, "training lecture" guides, or other description and publication projects by selecting titles, subject indications, and other identifying data from container labels, binding of volumes, folder labels, guide cards, and the like, and by drafting series titles describing records with which the incumbents are familiar or for records arranged in a prescribed or recurring manner. In addition, they identify and compare such data with corresponding data in contemporary finding aids or prepare other detailed internal findings aids. They also contribute to the issuance of microfilm publications by dividing records of similar or uniform physical type into segments for individual rolls and drafting titles for such rolls, and performing related duties, such as determining the place in which to insert editorial material in the records before filming.

Responsibility

Archives Technicians GS-5 work within a framework of established archival and records policies, rules, and regulations. They must apply considerable judgment in the application of numerous operating instructions, procedures, and precedent decisions.

Work is performed under supervision of an Archivist or Supervisory Archives Technician. Detailed instructions are furnished where assignments are unique and require marked changes in established procedures. The supervisor discusses areas of work where special emphasis is needed, gives suggestions on handling more difficult assignments, and is available to answer any questions which may arise.

When performing quasi-professional work (e.g., accessioning, reference), GS-5 Archives Technicians follow clear guides and established practices: there are few opportunities for use of originality; decisions made or actions taken deal recurrently with similar situations or problems. The work is subject to review and revision.

When responsible for more complex clerical or "technician" archival routines, work is reviewed primarily for overall effectiveness and compliance with general policies and procedures. Work typically flows to the Archives Technician GS-5 according to an established procedure. Unusual matters requiring professional or quasi-professional experience to resolve are referred to personnel in higher grade level.

ARCHIVES TECHNICIAN, GS-1421-06

GS-6 Archives Technician assignments consist essentially of the same kind of work described at GS-5 (i.e., typically involve the application of a subject-matter knowledge to bodies of records; and involve determinations as to which procedures, practices, and methods apply). The difference from grade GS-5, however, is that at GS-6 the work typically involves (a) a more intensive and highly specialized knowledge of the subject-matter of one or more significant bodies of records or

(b) a quasi-professional knowledge of a relatively narrow segment of one or more functional areas of archival work (e.g., references, accessioning, and description) as it applies to one or more significant bodies of records.

The methods, practices, and procedures, although standardized, are not always directly applicable, but require the technician to make adjustments and take alternative courses of action. Another difference from GS-5 is that at GS-6 the methods, practices, and procedures reapplied to more complex and specialized bodies of records.

Nature of assignments

One type of Archives Technician GS-6 position is characterized by the specialized and technical archival methods, procedures, and techniques that must be applied in the work, and by the expertise with which they are applied.

Typically, this knowledge is either a refined working knowledge of the methods, procedures, and practices applied in segment of archival work, including a familiarity with the records and their contents, or a basic and fundamental technical and quasi-professional knowledge of record keeping and archival work in general. The knowledge may pertain to one or more significant bodies of records, or relate to a segment of a major function, e.g., allocation and accessioning of records, preparation of cross reference material, special lists, and other finding aids

Another type of GS-6 position is characterized by the more intensive subject-matter knowledge that is required by the work (e.g., a thorough familiarity with the contents of several significant series of noncurrent military records).

- (1) An Archives Technician GS-6 performing specialized and detailed work in a major subdivision of a depository (one dealing with military records, diplomatic, or economic records) such as references in a major body of records (those dealing with a major campaign, a specific period in history, etc.) Identifies records for loans to agencies and authorized users and prepares correspondence in answer to requests which involve searching records of more than one creating office or bureau and may not be of the sort originally performed or anticipated by those offices, as is evidenced by the character of the indexes, lists, and other findings aids they provided for themselves.
- (2) An Archives Technician GS-6 performing arrangement and description work in a major body of records. Identifies and compares files with contemporary registers, lists, indexes, and records transmittals for the purpose of verifying correct arrangement and detecting missing or misfiled items as well as enclosures that have become separated from their covering communications. Remedies such filing deficiencies and annotates the contemporary records. Prepares detailed internal finding aids, such as indexes, and lists, and devises series titles to records within specialized areas.
- (3) Through an application of a records depository's methods procedures and practices and under the guidance of an Archivist or higher grade Archives Technician, the Archives Technician GS-6 prepares records for retirement by insuring that the proper arrangement

is maintained and correcting deficiencies; arranges for transfer of the records; through an analysis of the records, compares them with the accessioning documentation to insure adequate description (for series that are not adequately described or are more complex or unusual, refers to an archivist or a higher grade Archives Technician reviews the documentation and corrects discrepancies in accordance with the depository's guidelines; arranges for the proper placement of the records on shelving; and documents the location control symbols and other pertinent accessioning control data to facilitate reference service.

Responsibility

Archives Technicians GS-6 follow established archival techniques and methods, and the use of standard tools and guidelines. When the continuing assignment involves the performance of an expert level of clerical or "technician" duties, the GS-6 Archives Technician work under only the very general supervision of an Archivist or a higher grade Archives Technician. He must make adjustments and adaptations of those standardized archival practices, procedures, and techniques which are not directly applicable to the situation he encounters.

When performing continuing quasi-professional assignments, the GS-6 Archives Technician works under the general technical supervision of an archivist or Supervisory Archives Technician. The employee typically receives only general guidance upon assignment of work, and is expected to perform ordinary workload independently; difficult problems are referred to the supervisor for advice or action; and completed work is subject to review for technical accuracy.

When applying and adapting pertinent guidelines to complex technical or quasi-professional situations, Archives Technicians GS-6 work under close control and guidance of an Archivist or higher-grade Archives technician.

ARCHIVES TECHNICIAN, GS-1421-07

GS-7 Archives Technician positions require a substantial specialized technical or quasi-professional knowledge of archival work and the application of this knowledge (1) in a very broad range of functions in major subdivision of the records depository; or (2) in a very broad range of staff support functions in a large records depository. These differ from assignments at the GS-6 level which typically involve either (1) an intensive and highly specialized knowledge of the subject matter of one or more significant bodies of records, or (2) a quasi-professional knowledge of a relatively narrow segment of archival work (e.g., preparation of finding aids) as it applies to one or more significant bodies of records. GS-7 assignments frequently reflect specific individual's competence and demonstrated ability to perform particular range of archival work as it relates to a particular major body of records.

Nature of assignment

Archives Technician GS-7 positions characteristically require the application of a substantial specialized body of technical and quasi-professional archival knowledges and skills. This body of knowledges and skills usually relates to a major segment, phase, or functional area of archival

work. For example, the work may involve organizing, arranging; preserving, or maintaining a major body of records, including providing the necessary reference and research services from this body.

Assignments at GS-7 cover either a broad span of activities, or relatively narrow specialized and intensive activity. In any event, the work is complex and difficult, and requires the application of an intensive knowledge of specific records, record systems, and record keeping programs, and the application of a thorough understanding of how the different bodies of records and the record systems involved relate to one another. Many assignments involve highly technical work, e.g., assembling, correlating, and analyzing information in connection with references requests; screening, organizing, selecting, arranging, and rearranging of records; or collecting, correlating data and information derived from a number of sources.

Typical examples of GS-7 assignments are:

- (1) An Archives Technician GS-7 performing complex and difficult work in maintaining a major body of records, including either the preparation of cross-references, finding aids, and related instructional material, or providing adequate reference service from these records. The records represent a number of activities of a major department of the Federal Government and are arranged according to several record keeping systems reflecting the different periods of time when the records were created and the different activities they represent.
- (2) Through analysis of the subject-matter content of records, an Archives Technician GS-7 identifies series of records, some of which may be disposable, by interpreting the General Records Schedules and correlates the schedules with the records. He also screens for disposal easily identifiable series or parts thereof by analyzing the records in terms of records descriptions on authorized disposal lists.

Another characteristic of the GS-7 level is that the Archives Technician regularly provides guidance and gives advice and instructions to Archives Aids and other Archives Technicians when they need technical assistance. He also makes suggestions and recommendations about how to improve the efficiency of the work, (e.g., methods, procedures, and practices to be implemented, modified, changed or adopted), and to improve procedures and techniques for retrieving particular types of information.

Responsibility

Typically, the work is performed under the general supervision and administrative direction an Archivist or an Archives Specialist. The work is reviewed for conformance to policy and regulation (in relation to the handling of unique, special, or precedent cases), rather than for technical content.

The Archives Technician GS-7 is responsible for the technical accuracy of his work, and for the development of information where finding aids, precedent situations, or instructions are inadequate or unavailable.