

Position # 45945287
OPS Staff Assistant – Photograph Scanner
Bureau of Archives and Records Management

The State Archives of Florida announces the availability of one part-time position assisting State Archives' Florida Memory program with digitization of historical photographs and records according to preservation standards. This is an O.P.S. (Other Personal Services) position and not part of the State of Florida Career Service System.

The Florida Memory program digitizes selections from the collections of the State Archives of Florida and the special collections of the State Library of Florida. Staff scan pre-selected photographs according to established digitization guidelines. Other tasks include transcription and indexing of historical records.

Task

- Scanning historical photographs and records according to preservation standards.
- Digitally cropping, editing, adjusting and optimizing scanned images for the web.
- Handling and care of historical records.
- Transcribing and indexing historical records.
- Ability to lift and carry boxes of weighing up to 30 pounds.

Minimum Qualifications

- At least two years' credit toward a bachelor's degree from an accredited college or university. Up to 2 (two) years of relevant work experience may be substituted for college credit.
- Familiarity with desktop computer applications.

Preferred Qualifications

- Bachelor's degree in arts, history, political science, public administration, information studies or related field.
- Experience with photography or graphic arts.
- Experience with Adobe Photoshop or other photo editing software.
- Experience handling historical records.

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- Effective oral and written communications skills.
- Safe handling of delicate records.
- Attention to detail in performing assigned tasks.
- Reliable attendance.

Working hours: Part-time, Monday through Friday, not to exceed 25 hours per week, flexible schedule.

Pay: \$11.50/hr.

Please submit a resume showing your **qualifications for this position; copy of college transcripts; and at least two employment reference contacts** to Mark Nicolou at Mark.Nicolou@dos.myflorida.com.

CRIMINAL BACKGROUND CHECKS: A Level 2 criminal background check is a condition of employment. If selected for this position, you must provide your fingerprints. We will send your fingerprints to the Florida Department of Law Enforcement and the Federal Bureau of Investigation for a criminal background check.

IMPORTANT NOTICES:

Relatives of current Florida Department of State employees will not be considered.

Male applicants born on or after October 1, 1962, will not be eligible for hire or promotion unless they are registered with the Selective Services System (SSS) before their 26th birthday, or have a Letter of Registration Exemption from the SSS. For more information, please visit the SSS website: <https://www.sss.gov>

Application or resume must include all previous employment.

An Equal Opportunity Employer/Affirmative Action Employer.

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Evaluation Method: Candidates will be ranked against each other on each question with the total rankings used to determine final ranking. For each question, the candidate with the best response will be awarded the highest score. The numbers awarded will depend on the number of interviewees. If there are five interviewees, the best response will receive a four whereas the next best response will receive a three, and so on.

1. Describe your present or last job, including your duties.
2. Describe the work environment and supervision that you prefer.
3. What is the best way that you learn (hands on or written instructions)?
4. Describe your experience working with physical and digital photographs.
5. Describe any experience you have with transcription, indexing or cataloging.
6. Describe any experience handling historical documents or other delicate media.
7. What interests you most about this position?
8. This job requires great focus and attention to detail. Can you give an example of work you have done that has required a high level of focus and attention to detail?
9. Is there anything more which you would like for us to consider regarding your background, training and experience which you feel prepare you for this position?

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This job announcement is shared internally with an email to all Bureau of Archives and Records Management staff. This staff list will be obtained from Beth Golding, Bureau Chief of BARM, who maintains an up-to-date list.

This job announcement will be posted on the following job boards:

1. TCC FutureLink – Tallahassee Community College
2. Handshake – Florida State University and Florida Agricultural and Mechanical University
3. Society of Florida Archivists - Jobs and Internships in Florida Archives, Libraries and Museums page

This job announcement will also be shared with the following archives professionals to distribute to students within the field (this method has been extremely helpful in hiring students and young professionals in the archives field):

1. Dr. Nashid Madyun, Director of Black Archives and Research Center at FAMU
2. Professor Jennifer Koslow, Director, Historical Administration and Public History program at FSU

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Application Screening Criteria:

Step 1. Applicants are eliminated if either of the following applies:

- 1) Did not submit all required documentation as stated in job announcement.
- 2) Application package does not clearly demonstrate that applicant meets all minimum qualifications as stated in job announcement.

Step 2. Remaining applicants are scored one point for each of the following **as demonstrated in the application package**, with the highest-scoring two or more applicants selected for interviews. If only one applicant scores any points, only that applicant will be interviewed.

- _____ Application is written clearly and demonstrates correct spelling, punctuation and grammar.
- _____ Stated objective in resume matches job as describe in announcement.
- _____ Coursework, formal training or work experience in photography or graphic arts.
- _____ Bachelor's degree or higher in arts, history, public history, archives, or library or information science.