



Job Title:	Archives Technician
Client/Contract:	U.S. Army Heritage and Education Center (USAHEC)
Location:	Carlisle, PA
Position type:	Full-Time/Service Contract Act (SCA)
Schedule:	Monday – Friday, 1st shift
Report to:	On-site Manager
HR Contact:	Kim Alberi, kalberi@qlxcorp.com

OVERVIEW

The U.S. Army Heritage and Education Center (USAHEC), in support of the U.S. Army War College, has executed a project to digitize approximately 24,000 linear feet of unprocessed, unclassified, archival collections.

DUTIES AND RESPONSIBILITIES

- Prepare hard copy documents for digital scanning i.e. removing staples, paperclips, binder clips/bindings, tears, and duplicates
- Prepare and box all materials properly, in a manner that does not damage or degrade the materials, and in accordance with USAHEC training and guidelines
- Make assessments on record/document condition, support manifesting, and conduct document filing (build folders for documents) and re-boxing
- Sort documents into batches based on common criteria and place batch header at the beginning of each batch
- Insert dividers or separator pages in between documents or batches to indicate where each scanned file should start and stop
- Merge, collate, package and label documents according to the outline provided
- Packing and inventorying materials in government facility for shipment
- Verify inventory before shipment from USAHEC and after reception of shipment at scanning-metadata site
- Maintain inventory of file storage containers and their contents; ensuring that they are organized, accounted for and ready for transport to scanning-metadata site
- Ensure that containers are re-shelved and stored according to federal guidelines as indicated in the project plan
- Recommend strategies and participate in agency planning, goal setting, and development of policies

QUALIFICATIONS AND REQUIREMENTS

- High School diploma
- Ability to communicate effectively – both orally and in writing
- Detail-oriented with ability to work in a high pressure environment handling sensitive information while meeting multiple deadlines
- Access to materials may require the individual to move boxes with a weight up to 25lbs
- Experience in document inventory, shipping, receiving, and quality control preferred but not required