

Archivist

Department of Culture and Heritage, Whitetop Nation

Open & closing dates

03/15/2026 to until filled or 12/31/2026

Supervisory status

Yes

Security Clearance

Tribal clearance required

Position sensitivity and risk

Special sensitive position

Announcement number

26-00CH00030-WN-00001-01

Control number

Submission:

Please submit all applications and documents to hr@whitetopnation.org

Subj: Application ICO 26-00CH00030-WN-00001-01

Job Summary

The Office of the Archivist is responsible for the **collection, preservation, organization, and accessibility of historical, legal, and administrative records.**

The following are the duties of this position at the full working level. If this vacancy includes more than one grade and you are selected at a lower grade level, you will have the opportunity to learn to perform these duties and receive training to help you grow in this position.

Records Collection and Appraisal

- Identify, evaluate, and acquire records of historical, legal, or administrative significance
- Appraise materials to determine long-term value and retention or disposal requirements
- Coordinate donations or transfers of archival materials from departments or external sources

Duties:

- You will conduct research and provide information in response to reference service requests.
- You will analyze and arrange bodies of records by studying the origin and subject-matter content of the records and by conducting research.
- You will collect current operational records and input information into tracking systems.
- You will translate hard copy records relating to the Navy's operational history into digital format and make records available online.
- You will be responsible for assisting on-site researchers as needed.

Requirements

Conditions of Employment

STANDARD POSITION DESCRIPTIONS (SPD):

- Must be a Tribal Citizen.
- Must be determined suitable for tribal employment.
- You may be required to move records, which may exceed 40 pounds in weight
- You will be required to obtain and maintain an interim and/or final tribal security clearance prior to entrance on duty. Failure to obtain and maintain the required level of clearance may result in the withdrawal of a job offer or removal.

Qualifications

Tribal experience is not required. The experience may have been gained in the public sector, private sector or Volunteer Service. 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/year, and indicate number of hours worked per week, on your resume.

Employees in the Whitetop Nation may not hold a position on any tribal position other than the position appointed.

In addition to the Basic Requirements for this position, your resume must also demonstrate the following:

Your resume must demonstrate at least one year of specialized experience in the private or public sector performing professional archival work in appraising, accessioning, arranging, describing, preserving, publishing or providing reference service from public records and historic documents. Examples of specialized experience may include: 1) Registering and accessioning items of an archival collection through inventory, analysis, arrangement, and description of unorganized bodies of materials; 2) Recommending proper methods for storage, registry, preservation, and access of archival materials following established industry procedures; 3) Maintaining collection record keeping by utilizing an automated archival database; 4) Digitizing archival materials by preparing, scanning, and photographing records; and 5) Providing research and archival reference services utilizing historical research methodology.

Education

Level and fields of higher education may be taken into account. **At this stage there is no tribal mandate on required level of education.**

A copy of your transcripts or equivalent documentation is required for positions with an education requirement, or if you are qualifying based on education or a combination of education and experience. An official transcript will be required if you are selected. If the position has specific education requirements and you currently hold, or have previously held, a position in the same job series with the WN, there is no need to submit a transcript or equivalent at this time.

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](#).

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

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

In addition to meeting the Basic Education Requirement, the following can be substituted in order to meet the minimum qualification requirements of this position:

2 years of progressively higher-level graduate education leading to a master's degree

OR

You must have successfully completed a master's or equivalent graduate degree

OR

Have a combination of experience and graduate education as described that equates to one year of experience (the percentage of the required education plus the percentage of the required experience must equal one hundred percent).

Additional Information

All application forms are subject to the provisions of the Privacy Act and become the property of Whitetop Nation. The Whitetop Nation is an Equal Opportunity Employer. Whitetop Nation prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

Required Documents

The following documents are required and must be provided with your application. All application materials, including transcripts, must be in English.

1. **Resume** - Your resume **MUST** contain dates of employment (i.e., month/year to month/year or to present). To ensure you receive full credit for relevant experience, include the hours worked per week. We recommend that your resume not exceed 5 pages, only the first 5 pages will be reviewed to determine your eligibility/qualifications. Your resume and optional cover letter must **NOT** include photographs, inappropriate content, or personal information such as age, gender, religion, social security number. If your resume does not contain the required information specified, or contains prohibited information as listed above, your application will be determined incomplete, and you will not receive consideration for this position. (Cover letters are optional.) Please view Resume Tips.
2. **Application** - Questionnaire
3. **Education** - See Education Section above
4. **Registration/License (if applicable)** - active, current registration/license
5. **Current and Former Tribal Employees** - It is recommended that you submit a copy of your most recent Notification of Personnel Action or equivalent personnel action form which shows your current grade and competitive service status.
6. **Performance Appraisal/Awards** - You **MUST** submit a copy of your most recent completed performance appraisal. If a revalidated appraisal is used for merit promotion, the supervisor must prepare a narrative for each critical job element that does not have a narrative describing the performance in the appraisal period covered by the rating. Note: If you are a manager or management official, your most recent annual performance appraisal must be used for the overall rating identified.

Benefits

This position shall be awarded the benefits outlined within the Tribal Constitution and until said time as the Tribal Council may enact law otherwise.

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