

Some quick steps to walk you through a federal job ad.

First Things First

- As with any job ad or website, you must take the time to click on anything and everything that appears to be a link---and even on things that do not appear to be links!
- As with any job ad or website about an organization, take the time to read everything on the job ad webpage. If you have a tendency to skim when reading something on the computer, print out the job ad or website so you can read it more fully.
- As with any job ad, take the time to read the ad, to think deeply and thoroughly about your qualifications, and to write and proof-read your application. Most job ads, and federal job ads in particular, are not something that you can or should respond to on the fly. Unless your qualifications are a perfect match, you are unlikely to net an interview with a quickly written and poorly thought out application.

Searching USAJOBS

- Although “historian” is a listed job, be aware that simply putting the term “historian” into the search engine will not pull up all the history-related jobs currently on the USA JOBS website. Some other terms you may want to search include “curator” and “archivist.”
- However, even these terms are insufficient so, in addition to searching the database for relevant job titles, it is also good to search the database for all jobs at different institutions which frequently hire historians (the Smithsonian, the Holocaust Museum, the National Library of Medicine, the National Park Service, the National Archives etc.).

What a job ad on USAJOBS looks like

The screenshot shows a web browser window displaying a job advertisement on the USAJOBS website. The browser's address bar shows the URL: <http://jobview.usajobs.gov/GetJob.aspx?JobID=84329334&JobTitle=Historian&sort=rv&vw=d&brd=3876&ss=0&FedEmp=>. The page features the USAJOBS logo with the tagline "WORKING FOR AMERICA" and a navigation menu with options like "Search Jobs", "My USAJOBS", "Info Center", "Veterans", "Forms", and "Employer Services". The job details are for a position at the U.S. Department of State, with the following information:

- Department:** Department Of State
- Agency:** Department Of State
- Sub Agency:** Civil Service Personnel-Civil Srvc and Iraq Jobs
- Job Announcement Number:** PA-2010-0005

The advertisement includes several tabs for navigation: "Overview", "Duties", "Qualifications & Evaluations", "Benefits & Other Info", and "How to Apply". A link to "Back to Search Results" is also present. The job title is "Historian".

SALARY RANGE: 73,100.00 - 95,026.00 USD /year

OPEN PERIOD: Wednesday, November 04, 2009 to Wednesday, November 18, 2009

SERIES & GRADE: GS-0170-12/12

POSITION INFORMATION: Full-Time Permanent

PROMOTION POTENTIAL: 13

DUTY LOCATIONS: vacancy(s) in one of the following locations: 1 vacancy - Washington DC Metro Area, DC

WHO MAY BE CONSIDERED: Open to all U.S. citizens

"More than one selection may be made from this announcement if additional identical vacancies in the same title, series, grade and unit occur."

JOB SUMMARY:
The men and women of the US Department of State with their skills, character and commitment to public service, are the backbone of America's diplomacy. Civil Service employees support the foreign policy mission from offices in Washington, DC and worldwide.

How to Read an Ad

The screenshot shows the USAJOBS website interface. At the top, the USAJOBS logo is on the left, and the text "USAJOBS is the official job site of the US Federal Government. It's your one-stop source for Federal jobs and employment information." is on the right. A navigation bar contains buttons for "Search Jobs", "My USAJOBS", "Info Center", "Veterans", "Forms", and "Employer Services". A "HELP" link with a question mark icon is in the top right corner. Below the navigation bar, a banner for the U.S. Department of State is displayed. To the right of the banner, the following information is listed: Department: Department Of State, Agency: Department Of State, Sub Agency: Civil Service Personnel-Civil Srvc and Iraq Jobs, and Job Announcement Number: PA-2010-0005. A row of tabs includes "Overview", "Duties", "Qualifications & Evaluations", "Benefits & Other Info", and "How to Apply". A link for "Back to Search Results" is provided. The job title "Historian" is prominently displayed. Below the title, key details are listed: SALARY RANGE: 73,100.00 - 95,026.00 USD /year, OPEN PERIOD: Wednesday, November 04, 2009 to Wednesday, November 18, 2009, SERIES & GRADE: GS-0170-12/12, POSITION INFORMATION: Full-Time Permanent, PROMOTION POTENTIAL: 13, DUTY LOCATIONS: vacancy(s) in one of the following locations: 1 vacancy - Washington DC Metro Area, DC, WHO MAY BE CONSIDERED: Open to all U.S. citizens. A note states: "More than one selection may be made from this announcement if additional identical vacancies in the same title, series, grade and unit occur." The JOB SUMMARY section describes the role: "The men and women of the US Department of State with their skills, character and commitment to public service, are the backbone of America's diplomacy. Civil Service employees support the foreign policy mission from offices in Washington, DC and worldwide."

USAJOBS
"WORKING FOR AMERICA"

USAJOBS is the official job site of the US Federal Government.
It's your one-stop source for Federal jobs and employment information.

HELP ?

Search Jobs My USAJOBS Info Center Veterans Forms Employer Services

 U.S. DEPARTMENT of STATE

Department: **Department Of State**
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Overview Duties Qualifications & Evaluations Benefits & Other Info How to Apply

[Back to Search Results](#)

Historian

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The base line salary is \$73,100. Unless you can prove you have earned more in the past, this is probably the salary you will be offered.

When the ad opened and when it closes.

The screenshot shows a USAJOBS job announcement for a Historian position. The header includes the USAJOBS logo and navigation buttons. The job details are as follows:

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Job Announcement Number: PA-2010-0005

Navigation tabs: Overview, Duties, Qualifications & Evaluations, Benefits & Other Info, How to Apply

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Agency Hiring

This job is a GS level 12; after working for a year or more at the GS 12 level you will be eligible for promotion to a GS 13

This job is located in Washington DC.



Department: **Department Of State**

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Job Announcement Number:

PA-2010-0005

Overview

Duties

Qualifications & Evaluations

Benefits & Other Info

How to Apply

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Historian

Describes the job; this page is the overview page

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JOB SUMMARY:

The men and women of the US Department of State with their skills, character and commitment to public service, are the backbone of America's diplomacy. Civil Service employees support the foreign policy mission from offices in Washington, DC and worldwide.

Click on the Duties tab. Can you demonstrate in a job application that your education and experiences demonstrate your abilities to do this job?

The screenshot shows a job posting interface with a navigation bar at the top containing five tabs: Overview, Duties (which is highlighted in dark red), Qualifications & Evaluations, Benefits & Other Info, and How to Apply. Below the navigation bar is a link that says "← Back to Search Results". The main heading is "Historian" in bold black text. Underneath is the text "Additional Duty Location Info: 1 vacancy - Washington DC Metro Area, DC". The section "MAJOR DUTIES:" is followed by a list of responsibilities. A "Top ▲" link is positioned to the right of the first paragraph of duties.

[Overview](#) **Duties** [Qualifications & Evaluations](#) [Benefits & Other Info](#) [How to Apply](#)

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Historian

Additional Duty Location Info: 1 vacancy - Washington DC Metro Area, DC

MAJOR DUTIES: [Top ▲](#)

Carries out more complex documentary compiling projects in the field of historical U.S. foreign relations with Europe and/or general topics.

Selects, analyzes, organizes, and edits official documents and presidential tape recordings for their lasting importance as records of major decisions and actions by the United States Government.

Employs sound historical judgment in identifying the most significant documents in Presidential Libraries, the Department of State and other depositories of government documents; uses experience and ingenuity in devising research strategies.

Presents documents in proper edited form and in correct perspective; finished work needs minimal review.

Serves as a specialist on the history of U.S. foreign relations with Europe and/or regarding general topics, analyzing problems related to the incumbent's specialty and giving sound professional recommendations as appropriate.

Prepares editorial annotations summarizing and elucidating more complicated events, documents, and archival sources.

Makes suggestions on the proper utilization and disposition of a wide range of particular Departmental records.

Coordinates the work of other historians on selected projects; organizes and gives oversight on occasion to the work of interns and support personnel.

On occasion reviews the compilation of other historians and make suggestions to improve the substance, content, and technical editing of the documents.

Two Tips:

- Think about your experiences and how they specifically relate to the described duties.
- Whenever possible, use the words and phrases in the Duties section to describe your experiences.

Tab to the Qualifications and Evaluations Page to Find the Necessary Qualifications You Must Have for the Position as well as the KSAs.

JOB5 - Search Jobs

appropriate relevant experience OR additional education.

Note: All applicants MUST submit transcripts as verification of educational requirement by the closing date of this announcement. If you fail to provide requested information, or the information you submit is insufficient to verify your eligibility, you WILL lose consideration for this position.

IN ADDITION to meeting one of the basic entry qualifications requirements listed above, the applicant MUST have at least one year of specialized experience that has equipped them with the particular knowledge, skills, and abilities to successfully perform the duties of the position. This experience is related to the work of the position and equivalent to at least the GS-11 level in the Federal service. Qualifying specialized experience must demonstrate the following:

- Knowledge of the history of U.S. foreign relations;
- Skill in formal research techniques used by professional historians. Experience that demonstrates this skill includes experience analyzing and evaluating historical documents, writing and publishing historical manuscripts and books, and presenting papers or serving on panels at scholarly conferences.
- Knowledge of the location, nature and relative importance of official and quasi-official records in the collections of Presidential Libraries, CIA, NSC, National Archives, Department of State, Department of Defense, and Library of Congress.

There is no substitute of education for specialized experience for GS-12 position.

HOW YOU WILL BE EVALUATED:

You will be evaluated on the quality and extent of your experience, education, and training relevant to

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KSAs.
Write an essay for each of these. Be specific in your essays and when possible use language from the Duties Section.



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Overview

Duties

Qualifications & Evaluations

Benefits & Other Info

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Historian

Information on benefits

Directions on how to submit the application

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