

UNITED STATES DISTRICT COURT

Southern District of Indiana

Indianapolis Division

Vacancy Announcement # 26-19

Position Title: **Data Quality Analyst/Archivist**

Terms of Employment: Part-time, Excepted Service

Classification Level: CL 27 (depending on qualifications and experience)

Salary Range: \$60,288 - \$98,002

Position Location: United States District Court,
46 East Ohio Street, Indianapolis, IN

Application Deadline: **4:00 pm (Eastern), July 31, 2026, or until filled**
Applications received after this deadline may be considered only if position remains unfilled.

POSITION OVERVIEW: The United States District Court is accepting applications for a Data Quality Specialist/ Archivist. This position reports to the Operations Manager and is responsible for ensuring the integrity and efficiency of the Court's Records. Applicants should have excellent administrative and organizational skills with the ability to effectively communicate both verbally and in writing.

REPRESENTATIVE DUTIES:

- **Catalog and digitize records** – Catalog and digitize case files, trial exhibits, naturalization records and attorney admission records to ensure accessibility and accuracy.
- **Prepare archival material** – Prepare Judges' papers for long-term archival preservation.
- **Conduct Annual records reviews** – Complete annual records reports and verify compliance with retention requirements.
- **Assist with NARA finding aids** – Assist in developing and maintaining finding aids for NARA submissions.
- **Retrieve Case information** – Assist with accessing and providing case information for cases not maintained in CM/ECF.
- **Develop operation policies** – Contribute to the development and structure of an information retrieval system for court policies and procedures.
- **Support historical initiatives** – Provide Support to the Court Historical Society and related historical projects.
- **Perform additional duties** – Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

To qualify for this position the applicant must be a high school graduate or equivalent. A minimum of three years of progressively responsible experience is required. This is a challenging position that requires the incumbent to always maintain a professional demeanor and to possess strong organizational, analytical, oral, and written communication skills. The successful candidate must have archive management knowledge; and be proficient in the use of cataloging and digitizing practices. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, foster high ethical standards, and possess the ability to work independently and to collaborate effectively with other court staff.

Applicants must be detail-oriented and have the ability to work with multiple software applications. Dependability, with a commitment to attendance and punctuality, is required. Applicants should have excellent administrative and organizational skills with the ability to effectively communicate both verbally and in writing.

APPLICATION INSTRUCTIONS:

Submit an application packet that includes:

- A letter of interest describing your knowledge, skills, and abilities as they relate to the duties of this position;
- Résumé;
- [AO 78 Application for Judicial Branch Federal Employment](#) (linked here); and
- The names, addresses, and telephone numbers of three professional references.

Application packets should be sent via email as **one single** text-searchable PDF document to: HRsubmit@insd.uscourts.gov **no later than 4:00 pm eastern time, July 31, 2026. Applications will be considered on a rolling basis.** The subject line must note the applicant's name, and the words "Data Quality/ Archivist".

BENEFITS:

Employees of the United States District Court are not included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the available benefits are:

- Participation in the federal health, dental and vision programs of the employee's choice
- Participation in the Federal Employees Retirement System (FERS), including the Thrift Savings Plan – similar to a 401(k)
- Participation in a group life insurance program
- Participation in a group long-term disability insurance program
- Participation in a long-term care insurance program
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis
- Credit for prior federal government service
- Paid annual and sick leave and applicable paid holidays per year, pro-rated for part-time employment

- Option for a flexible work schedule, including part-time telework

Applicants must be United States citizens or eligible to work in the United States (*i.e.* a permanent resident. Permanent residents must be willing to apply for United States citizenship within two years of hire). Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the United States District Court for the Southern District of Indiana. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without notice. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

The Court is an Equal Opportunity Employer. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The United States District Court is a smoke-free environment. Federal judicial employees are governed by certain ethical guidelines that prohibit engagement in any political activities, whether partisan or nonpartisan.