

## Junior Numismatist

**Department:** Merchandising  
**FLSA Status:** Exempt  
**Grade/Level:**  
**Work Schedule:** Mon-Fri Occasional Sat and OT  
**Location:** Downtown

**Job Status:** Full Time  
**Reports To:** Director of Numismatics  
**Amount of Travel Required:** Occasional  
**Positions Supervised:** N/A

### POSITION SUMMARY

The Junior Numismatist is deeply involved in the evaluation process for all types of numismatic, semi-numismatic and bullion coins, bars and other items. The evaluation process consists of researching items that are received in the Receiving Department daily, assisting the Numismatists, Senior Numismatists and the Director of Numismatics in determining the value of these items and assisting in determining whether these items should be submitted for third-party independent grading or added to inventory. This position works with the Director of Numismatics to consistently keep products moving quickly from Receiving, through the Evaluation area and onto the APMEX website. The Junior Numismatist is expected to spend a portion of their time learning the evaluation processes and growing their numismatic knowledge.

Junior Numismatists may be called upon to curate items to improve their salability. Junior Numismatists will spend a significant amount of time evaluating bulk coins such as 90% silver coins, silver dollars or Silver American Eagles in order to perfect their grading and evaluations skills. Additionally the Junior Numismatist may be required to attend the occasional coin show to assist the team with acquiring or packing new inventory. Junior Numismatists may attend these shows to sell excess inventory.

### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

- Evaluate a range of numismatic, semi-numismatic and bullion products, on a daily basis, for further evaluation, independent third-party grading, or to be loaded into the system.
- Manage the life cycle of products into the Evaluation area. The goal is to move them swiftly through the area after they have been fully evaluated.
- Reclassify products once they have been fully evaluated so that they may be loaded on the APMEX website.
- Curate products as needed using approved curation methods.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
- Understands the basics in the grading of coins, and bullion.
- Has the desire to learn about the grading and authentication of numismatic items, semi-numismatic items and bullion.

### POSITION QUALIFICATIONS

## Competency Statement(s)

- **Adaptability/Flexibility:** Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, and adjusts plans to meet changing needs.
- **Communication:** Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, has good listening skills.
- **Computer Skills:** Skilled in the use of computers, adapts to new technology, keeps abreast of changes, learns new programs quickly, uses computers to improve productivity.
- **Decision Making/Judgment:** Recognizes problems and responds, systematically gathers information, sorts through complex issues, seeks input from others, addresses root cause of issues, makes timely decisions, can make difficult decisions, uses consensus when possible, communicates decisions to others.
- **Dependability:** Meets commitments, works independently, accepts accountability, handles change, sets personal standards, stays focused under pressure, meets attendance/punctuality requirements.
- **Initiative:** Tackles problems and takes independent action, seeks out new responsibilities, acts on opportunities, generates new ideas, practices self-development.
- **Product Knowledge:** Knows and explains product features/benefits, understands/sells the full product line, understands customer's business operations and needs, understands/responds to the competition, applies market knowledge.
- **Quality:** Is attentive to detail and accuracy, is committed to excellence, looks for improvements continuously, monitors quality levels, finds root cause of quality problems, owns/acts on quality problems.
- **Teamwork:** Meets all team deadlines and responsibilities, listens to others and values opinions, helps team leader to meet goals, welcomes newcomers and promotes a team atmosphere.

## SKILLS & ABILITIES

**Education:** Bachelor's degree in Business Administration, Marketing, or a related field is preferred or having comparable industry experience.

### Experience:

- Knowledge of grading numismatic items is desirable.
- Knowledge of authentication of numismatic items is a plus.
- Experience in financial, bullion or coin industries is preferred
- Experience working cross functionally

**Computer Skills:** Advanced skills in Microsoft Excel required. Intermediate skills with other Microsoft Office products

**Certificates & Licenses:** N/A

### Other Requirements:

## PHYSICAL DEMANDS

**Physical Demands**

|                      |   |
|----------------------|---|
| Stand                | O |
| Walk                 | O |
| Sit                  | C |
| Handling / Fingering | C |
| Reach Outward        | O |
| Reach Above Shoulder | O |
| Climb                | N |
| Crawl                | N |
| Squat or Kneel       | O |
| Bend                 | O |

**Lift/Carry**

|                  |   |
|------------------|---|
| 10 lbs or less   | C |
| 11-20 lbs        | F |
| 21-50 lbs        | O |
| 51-100 lbs       | O |
| Over 100 lbs     | N |
| <b>Push/Pull</b> |   |
| 12 lbs or less   | O |
| 13-25 lbs        | O |
| 26-40 lbs        | O |
| 41-100 lbs       | O |

**N (Not Applicable)** Activity is not applicable to this occupation.  
**O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)  
**F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)  
**C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

**Visual Requirements (check all that apply)**

|                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Close vision (clear vision at 20 inches or less)   |
| <input type="checkbox"/>            | Distance vision (clear vision at 20 feet or more)  |
| <input checked="" type="checkbox"/> | Color vision (ability to identify and distinguish colors)  |
| <input type="checkbox"/>            | Peripheral vision (ability to observe up and down, left and right while eyes are fixed on a given point) |
| <input type="checkbox"/>            | Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)        |
| <input checked="" type="checkbox"/> | Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)                  |
| <input type="checkbox"/>            | No special vision requirements   |

**WORK ENVIRONMENT**

Work environment varies from office to job site to industrial locations

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.