

HISTORIAN ASSISTANT

Code No: 6-08-050
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for assisting in collecting and preserving historical materials, researching and interpreting local history, responding to genealogy requests, answering questions and conducting tours relative to local history of a Town or Village. Responsibilities involve planning and overseeing historical displays for a local history room. The employee reports directly to, and works under the general supervision of the Historian or other higher-level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other activities may be performed although not listed.)

Assists the public with research projects;

Presents history programs in the schools;

Assists with historian budget preparation;

Plans and oversees historical displays for local history room;

Collects and preserves historical material such as family histories, maps, books, newspaper articles, photographs, etc., relating to local history;

Plans and conducts walking tours, lectures, seminars, and slide shows relative to local history;

Scans daily newspapers and clips relevant articles;

Writes, prepares layout and design, supervises printing services, proofreads, edits and promotes, and markets historical publications such as books, brochures, newsletters, magazine articles, etc.;

Conducts and assists with genealogical and demographic research;

Attends various meetings and functions such as workshops or gaining information on the town history;

Assists in scheduling and evaluating volunteer staff;

Performs office duties such as answering correspondence, preparing reports, indexing, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the methods and techniques of historical research and writing as related to local history; good knowledge of archives and record holdings in other institutions and governmental offices; good knowledge of local history and information; good knowledge of techniques involved in record keeping; ability to write and lecture on historical matters; ability to make historical interpretations; ability to conduct walking tours; ability to

communicate effectively both orally and in writing; ability to make clear analytical decisions; ability to evaluate the work of volunteers; ability to establish and maintain effective professional relationships; initiative; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation with a Master's degree in History, or a closely-related field; OR
- (B) Graduation with a Bachelor's degree, plus one (1) year paid full-time or its part-time equivalent experience in collecting and preserving historical materials; OR,
- (C) Graduation with an Associate's degree, plus three (3) years paid full-time or its part-time equivalent experience as outlined in (B) above; OR,
- (D) Five years paid full-time or its part-time equivalent experience in collecting and preserving historical materials; OR,
- (E) Any equivalent combination of education and experience as defined by the limits of (A), (B), (C) and (D).

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

Monroe County Civil Service Commission

ADOPTED: Dec. 6, 2001

REVISED: August 4, 2022