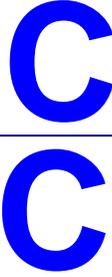




**CAYUGA  
COUNTY**



*An Equal Opportunity - Affirmative Action Employer*

# **CIVIL SERVICE COMMISSION**

<b>TITLE:</b>	<b>MUSEUM ASSISTANT PT</b>
<b>JURISDICTIONAL CLASS:</b>	<b>NON-COMPETITIVE</b>
<b>CIVIL DIVISION:</b>	<b>BUILDINGS &amp; GROUNDS</b>
<b>ADOPTION: CSM</b>	<b>3/15/06</b>
<b>REVISED: CSM</b>	<b>5/09/07; 12/13/2017</b>

## **DISTINGUISHING FEATURES OF THE CLASS:**

Under the supervision of the Museum Director the incumbent in this classification performs historical research, collection management, conservation and restoration of the artifacts in the Agricultural Museum. This position involves the research of various sources of information such as historical materials and catalogs, museum and library materials. Guides visitors and tour groups through and explains historical contents of the Cayuga County Agricultural Museum. This work involves responsibility for performing a variety of non-professional tasks. Does related work as required.

## **TYPICAL WORK ACTIVITIES: (Illustrative only)**

- Participates in the presentation of historical exhibits and development of historical agricultural galleries or historical archives;
- Prepares and sets up displays and bulletin boards;
- Maintains records involving Collection Management such as inventory, accessioning, de-accessioning and related reports;
- May assist in cataloging and researching of historical materials;
- Assists visitors or group tours by answering questions concerning local history;
- Guards exhibits from theft and vandalism;
- Keeps daily records of attendance at the museum;
- Presents simple oral discourses on the history of the equipment at the museum;
- Assists with answering the phone, responding to general questions, and arranging for special programs or tours;
- Maintains museum area in a safe and clean condition;
- May open mail and do routine correspondence related to work;
- Uses a data entry terminal keyboard or microcomputer to enter and retrieve data from computer files;
- May collect fees, may make change, operate a cash register, and if necessary, dispense tickets to the public for admittance to the facility;
- May assist with media releases on events or displays at the Museum;
- Performs minor clerical tasks associated with the updating of computer databases for mass mailings, contact lists and other related tasks as assigned by the supervisor.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:**

Demonstrated interest and ability in historical research;  
Ability to deal effectively, tactfully, and cordially with the public;  
Ability to understand and follow both oral and written instructions;  
Ability to express historical information and to address groups;  
Ability to make change involving simple addition and subtraction;  
Ability to use a data-entry terminal keyboard or microcomputer to enter and retrieve data from computer files;  
Ability to acquire historical data from a wide variety of sources;  
Ability to evaluate historical data;  
Some knowledge of the history of Cayuga County;

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in an agriculture or history or related field; OR
- (B) Graduation from high school or possession of a high school equivalency and two seasons of agricultural or museum experience; OR
- (C) Any equivalent combination of training and experience as defined by the limitations of (A) and (B) above.

(\*Note\* Experience in a position conducting historical research, archival records work, or related teaching activity may be substituted for agricultural/museum experience.)