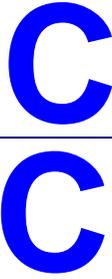




**CAYUGA
COUNTY**

F:\Civil\JobSpecs\
Research Aide



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE COMMISSION

TITLE:	RESEARCH AIDE
JURISDICTIONAL CLASS:	NON-COMPETITIVE @ Historian's Office; COMPETITIVE @ Seymour Library
CIVIL DIVISION:	COUNTY HISTORIAN, SEYMOUR LIBRARY
ADOPTION:	CSM
REVISED:	CSM 4/10/02; 12/13/06; 3/12/08; 4/09/08; 1/13/10

DISTINGUISHING FEATURES OF THE CLASS:

Performs historical and genealogical research concerning County history and/or early settlers; does related work as required. This position involves the research of various sources of information such as historical materials and catalogs, court records, diaries, museum and library materials, birth and death records for the purpose of constructing a chronological development of particular events, families, or individuals. The work is performed under the general supervision of the County Clerk or other designated supervisor.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Participates in the presentation of historical exhibits and development of historical art galleries or historical archives;
- Assists local societies and individual Town and Village Historians with their activities;
- Performs various duties related to physical upkeep and preservation of books, photos, historical documents, and public records;
- Reviews city, county, court, and church documents for evidence of births, baptisms, marriages, and deaths to trace lines of decent;
- Constructs charts showing lines of decent and family relationships;
- Prepares genealogy tables of early settlers for individuals upon request;
- Prepares briefs or outlines a chronological record of past and current events related to county history;
- May assist patrons in locating history room materials;
- May assist in cataloging and researching of historical materials;
- May perform historical article research;
- May write articles for local newspapers;
- Uses digital camera and other media in the performance of duties;
- Assists in organizing and evaluating data on the basis of authenticity and significance;
- Assembles historical data gathered from a variety of sources;
- Uses a data entry terminal keyboard or microcomputer to enter and retrieve data from computer files.

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

Working knowledge of the history of the county;
Demonstrated interest and ability in historical research;
Ability to use a data-entry terminal keyboard or microcomputer to enter and retrieve data from computer files;
Ability to manually manipulate an alphanumeric keyboard on micro-computing equipment;
Ability to acquire historical data from a wide variety of sources;
Ability to evaluate historical data;
Ability to learn software utilized within the department such as but not limited to: desktop publishing, word processing and spreadsheets, etc.;
Initiative;
Resourcefulness;
Good computer skills.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or NYS registered 4-year college with a Bachelor's Degree; OR
- (B) Graduation from a regionally accredited or NYS registered 2-year college with an Associate's Degree in Social Science or related field; OR
- (C) Possession of 30 credit hours at a regionally accredited or NYS registered 2-year college in the field of Social Science or related field AND 1 year of experience in a position which shall have involved research of legal or historical documents; OR
- (D) Graduation from high school or possession of a high school equivalency diploma AND 2 years of experience in a position involving research of legal or historical documents; OR
- (E) Any equivalent combination of experience and training as defined by the limits of (A), (B), (C), or (D) above.