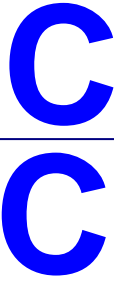




**CAYUGA
COUNTY**

F:\Civil\JbSpecs\Assistant
County Historian



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE COMMISSION

TITLE:	ASSISTANT COUNTY HISTORIAN
JURISDICTIONAL CLASS:	NON-COMPETITIVE (*PART-TIME)
CIVIL DIVISION:	COUNTY HISTORIAN
ADOPTION:	CSM
REVISED:	CSM 9/10/03

DISTINGUISHING FEATURES OF THE CLASS:

Assist the County Historian in the collection and maintenance of records and documents of historical significance and current interest to the County; does related work as required. This work involves responsibility for assisting in the maintenance of a variety of materials and artifacts related to the history of the County and researching historical materials for genealogical purposes. The incumbent is responsible for overseeing the maintenance of all catalogs and files in the County Historian’s Office, participating in historical research projects, answering inquiries, and dealing with the public on a recurring basis. The work is performed under general direction of the County Historian with wide leeway allowed for the exercise of independent judgment and initiative.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Receives requests for genealogy and other historical research and reviews results of historical research projects;
- Prepares genealogy tables of early settlers and for individuals on request;
- Oversees and participates in cataloging and researching of historical materials;
- Participates in the presentation of historical exhibits and development of historical art galleries;
- Assists local societies and individual Town, Village, and City Historians in every way possible with their activities, organization, and procedures concerning the recording and preservation of local history;
- Assists in the writing of County history;
- Performs various duties related to physical upkeep and preservation of books, photos, historical documents, and public records.

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

- Good knowledge of the history of the County;
- Demonstrated interest in historical research;
- Working knowledge of the principles and techniques of keeping historical records;
- Ability to acquire historical data from a wide variety of sources;
- Ability to write up historical events in an interesting manner;
- Ability to evaluate historical data;
- Ability to establish and maintain effective working relationships with students, historians, and local organizations;
- Initiative;
- Resourcefulness.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered 4-year college with a Bachelor’s Degree.