

TOWN OR VILLAGE
HISTORIAN

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for research and preparation of records on past events and the recording of present happenings for posterity. A general program may be outlined by the village board but wide leeway exists for the use of independent judgment in carrying out the details; does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Clips dates, mounts and filed articles from newspapers and magazines;

Collects books concerning history of the village;

Assists in tracing lineage of village families by searching Bibles, scrapbooks and cemetery records;

Maintains scrapbooks and picture albums of village history;

Gathers historical information and materials from old records, old books and aged citizens;

Writes and edits articles for publication concerning the village history;

Offers advice and criticism to persons engaged in historical research;

Endeavors to interest young people in community history;

Gives lectures and informal talks before various groups;

Answers correspondence and inquiries for historical data;

Corresponds with other historians and exchanges information.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the methods and techniques of historical research and writing; good knowledge of local history; ability to lecture and write about community history; ability to establish and maintain favorable contacts and relationships with the general public; initiative and resourcefulness; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of a high school equivalency diploma; or
2. One year of full-time paid clerical experience involving research duties and responsibilities; or
3. An equivalent combination of training and experience as described above.

NOTE: Documented part-time or volunteer experience will be accepted on a prorated basis.

APPROVED: AUGUST 14, 1981

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE