

COUNTY HISTORIAN AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is specialized support work performed by an individual with particular aptitude and patience for deciphering historical documents and various obsolete usages and handwriting. Duties include assisting with preservation of historical materials and documents, deciphering and cataloging historical materials and documents, and providing support to the public in research and related projects. Familiarity with the archival holdings of the County Historian's Office and interest in County history is helpful. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the collection and maintenance of written materials, photographs, and objects of significance to the development of the County or of unusual interest;

Assists in the collection, identification, labeling and storing of artifacts, local products and handicrafts;

Assists with collecting and logging vital statistics from wills, cemetery records, government records and other primary sources;

Provides paleographic assistance in the analysis, deciphering and transcribing for preservation of a wide variety of historical primary source documents, including but not limited to wills, deeds, mortgages, marriage, birth, death records, cemetery records, government and court records;

Provides assistance to visitors researching historical information by retrieving files, books and other research materials, making copies, printing computerized records, and makes referrals as appropriate;

Assists visitors with genealogical inquiries and history-related requests;

Assists with various County Historian's Office outreach projects such as developing displays, catalogs, brochures, publications, signage, special events, etc.;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND

PERSONAL CHARACTERISTICS: Good knowledge of the services of the County Historian's Office; good knowledge of English; aptitude for deciphering historical documents, obsolete usages and handwriting; aptitude and interest in maintaining historical references; ability to assist with documentation of current situations which may be of historical significance; ability to communicate effectively orally and in writing; patience; tact and courtesy.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma.