

ASSISTANT TO COUNTY HISTORIAN

DISTINGUISHING FEATURES OF THE CLASS: This work is usually performed by an individual with particular interests and aptitudes for maintaining and developing historical accounts and, consequently, is done at times and locations convenient to the appointee. Performs related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only).
Assists in the collection and maintenance of written materials of significance to the development of the County;
Collects photographs or may photograph subjects or places of unusual interest;
Stimulates interest in historical developments by talks or lectures, displays or writings;
Assists in the collection, identification, labeling and storing of artifacts and other local products or handicrafts;
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 English; ability to recognize current situations which can be of historical significance; aptitude and interest in developing historical references; ability to communicate effectively orally and in writing; accuracy.

MINIMUM QUALIFICATIONS:
Graduation from high school or possession of a comparable diploma.