

COUNTY HISTORIAN

DISTINGUISHING FEATURES OF THE CLASS: This is work involving responsibility for recording of current events in Sullivan County and for the preparation and acquisition of records as to past events. The work is performed under general direction with wide leeway for the use of independent judgment and initiative.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Performs research studies on a variety of historical subjects related to the municipality;

Prepares genealogy tables of early settlers;

Secures old documents, photographs and records;

Builds up the historical library;

Furnishes assistance to those in search of old records;

Tabulates current events;

Maintains files of various records;

Uses common office software programs to perform work assignments, including word processing, database and other programs as applicable.

Performs various other duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Familiarity with the history of the municipality; ability to contact people and secure cooperation in gathering historical records; knowledge of and genuine desire to contact sources of information; willingness to cooperate with the public; ability to operate a personal computer and

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utilize common office software programs; initiative and ability to make independent decisions; good general intelligence; and good observation.

.MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma; or
- (B) Two (2) years experience in the collection or maintenance of historical records; or
- (C) An equivalent combination of training and experience as describe above.

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Last Reviewed: March 31, 1992
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

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Revised and Title Change from Municipal Historian – 08/18/10
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