

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: Deputy Village Historian

TITLE: # 1226

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting the Village Historian with the collection and preservation of historical materials relating to municipal history. The work is performed under the supervision of the Village Historian with ability to act in place of his/her absence. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in maintaining history of the community and its nearby area;

Assists in the preservation of artifacts and photographic memorabilia;

Attends meetings and conferences with the Village Historian;

Assists in conducting simple file searches for individuals interested in genealogy or family history;

Assists in research and collection of family history or historical data on properties;

Assists with the preparation of grants and various reports;

Assists in historical celebrations;

May operate and make data entries into a computerized processing system;

May assist with the operation of a Village Museum.

FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of resources of historical information gathering; ability to research; ability to follow oral and written instructions; ability to get along well with others; clerical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(A) Completion of sixty (60) college credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees; OR

(B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of record keeping experience.

JURISDICTIONAL CLASSIFICATION: Competitive pending NYS Civil Service approval as Non-Competitive when filled on a part-time basis.

ADOPTED: 02/21/06 dmc