

GENESEE COUNTY

HISTORY RESEARCH ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work involving the management of the History Department's Research Library. The work involves maintenance of a variety of materials related to the history of the County and clerical duties necessary for the proper organization and management of the History Department's Research Library. Work is performed under the general supervision of the County Historian. May supervise student interns and volunteers. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Assists with numerous History Department projects, such as the development of brochures, publications, Web site information, and special events;
Assists the County Historian by giving tours, presentations and hosting events;
Catalogs new additions to the collection and updates the card catalog using a computer software application;
Performs duties relating to the County Archive Collection such as sorting, inventorying, filing, and boxing records, preparing finding aids and adding to the cataloging database;
Performs Collection Management activities, including the filing and creation of new files as needed;
Maintains document and manuscript collections using prescribed procedures;
Assists with patrons' research projects, genealogical inquiries, and history related requests;
Greets the public, reviews Library Rules and assists them in reviewing their research requests;
Answers the telephone and responds to e-mails, explains services, collects fees and interacts with the public in a positive manner;
Retrieves files, books and other research materials and re-files as needed;
Labels, organizes, and shelves books, boxes and other research materials;
Uses the Collections to answer genealogy or history related requests
Periodically completes a financial report and follows procedures regarding receipt and processing of fees;
Operates office machinery such as photocopiers, fax machines, computers and microfilm equipment;

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment as applied to clerical work; demonstrated interest in historical research; working knowledge of the principles and techniques of keeping historical records; accurately; working knowledge of filing and shelving rules; demonstrated ability in the use of grammar in both speech and written materials; ability to establish and maintain effective and positive working relationships with students, historians and the general public; ability to handle money collected and follow procedure; and ability to operate an alphanumeric keyboard such as a typewriter, terminal, or personal computer

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; walk up and down stairs, and reach with hands and arms. The employee is occasionally required to walk, talk, and hear.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close and distant vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS: Graduation from high school, or possession of an appropriate equivalency diploma recognized by the New York State Department of Education, supplemented by a course in typing or six months of typing experience and **EITHER:**

A. Graduation from a regionally accredited or New York State registered two year college with an Associate's degree,

OR:

B. Two years of full-time paid general clerical experience,

OR:

C. An equivalent combination of training and experience.

✱**NOTE:** Part-time or volunteer experience will be considered on a pro-rated basis.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive

Adopted 5/28/01

Revised 9/25/12

Revised 2/26/14