

[Go Back](#)

**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : HISTORIAN**  
**Code: 320030 OBK**  
**Page : 1 of 1**

**GENERAL STATEMENT OF DUTIES**

Performs historical research and supervises collecting, arranging, and storing historically significant manuscripts and public records; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, the position is professional and requires the use of considerable independent judgment.

**TYPICAL DUTIES**

1. Performs historical research for museum or library projects to ascertain authenticity and usefulness of accessions.
2. Writes research reports for superiors' use, exhibit purposes, and publication.
3. Assembles, organizes, and evaluates data on the basis of authenticity and relative significance.
4. Answers historical inquiries from the public and from governmental agencies.
5. Supervises the operations of the museum reference library and archives.
6. Administers the museum's newspaper collections.
7. Performs research in connection with the erection and maintenance of historic site markers.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Thorough knowledge of local history.
2. Considerable knowledge of historical research techniques.
3. Considerable knowledge of documentary sources for historical research topics.
4. Knowledge of library techniques, systems, and procedures as applied to historical documents and printed materials.
5. Ability to perform research projects independently.
6. Ability to write historical articles and reviews.
7. Ability to establish and maintain cooperative relationships with others.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

1. Master's degree in History from a regionally accredited or New York State registered college or university with major course work in American history and  
Two years of satisfactory experience in historical research;  
or
2. Bachelor's degree in History from a regionally accredited or New York State registered college or university with major course work in American history and  
Three years of satisfactory experience in historical research.

[Go Back](#)