



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

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### Saratoga County Clerk's Office

**Job Title:** ASSISTANT TO THE HISTORIAN

**Salary Range:** \$46,681 - \$55,861\* (\*Based on years of service employed with Saratoga County)

**Work Location:** 40 McMaster Street, Ballston Spa, NY 12020

**Classification:** Competitive (This Position is being filled on a provisional basis pending the results of a civil service exam to be given at a later date)

#### Job Description

This position involves responsibility for assisting in historical research and the maintenance of a variety of materials and artifacts related to the history of the County, and researching historical materials for genealogical purposes. Incumbent is responsible for overseeing the maintenance and preservation of all catalogs and files in the County Historian's office, participating in historical research projects, answering general inquiries, and assisting the public on a recurring basis as well as compiling and maintaining detailed digital records. Presenting, coordinating and directing public events, including equipment set up and break down, may be required as assigned. Work is performed under direct supervision of the County Historian with leeway allowed for the exercise of independent judgement and initiative. Performs related work as required and assigned.

#### Minimum Qualifications (at least)

**(A)** Possession of a Bachelor's degree in History, Public History, Journalism or closely related field, and one (1) year of experience in the research, writing, collection and preservation of historical data and materials; **OR**  
**(B)** Possession of an Associate's degree in History, Public History, Journalism, or closely related field, and three (3) years of experience in the research, writing, collection and preservation of historical data and materials.

**SPECIAL REQUIREMENT:** Possession of a valid NYS Driver's License is required to meet the travel (some weekends as necessary) requirements of the job. License must be maintained during appointment.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)



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### Typical Work Activities (\*Illustrative)

- Receives requests for historical research and reviews results of historical research projects;
- Develops and maintains finding aids and collection inventories;
- Oversees the cataloging and preservation of historical materials in the collection;
- Establishes and maintains digital databases and records using related software;
- Participates in the preparation and installation of historical exhibits, signage and displays;
- May be required to coordinate and direct public events, including but not limited to setting up and breaking down equipment such as tables, chairs, canopies, etc.
- In absence of the Historian, may give presentations and attend public speaking engagements;
- Assists local historical societies, agencies and respective staff;
- Provides general information to the press and the general public, regarding scheduled events and County history;
- May coordinate volunteer scheduling;
- Other related tasks as necessary.

*\*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.*

### Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan
- This Position is being filled on a *provisional* basis pending the results of a civil service exam to be given at a later date

### To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

**Applications will continue to be accepted until the vacancy has been filled**

*If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.*

*We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*