

Uintah County

Job Description



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|--------------------|-------------------------|------------------------|------|
| Title: | Regional History Clerk | Code: | 520 |
| Division: | Regional History Center | Effective Date: | 3/07 |
| Department: | Library | Last Revised: | 2/12 |
| FLSA Cat: | Non-Exempt | Pay Grade: | 15 |

GENERAL PURPOSE

Performs a **variety of technical and complex clerical duties** related to gathering, documenting and recording the local history of Uintah Basin.

SUPERVISION RECEIVED

Works under the broad policy guidance of the Regional History Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Performs specialized research of the Uintah basin area; searches out individual and family histories; organizational and institutional histories; searches business history and documents historical changes in the area; participates in cemetery program to record life events of residents including births and deaths.

Provides patron assistance to individuals researching local records; orients and teaches research practices; monitors various records and creates catalog system for the same; utilizes computer program to retain and track information, i.e., Horizon Program, ASKSAM, Spatial Generations, etc.; utilizes internet resources to conduct research.

Gathers oral histories from local residents, records and transcribes information; assists to write articles and publications; cooperates with University of Utah to upload photographic histories and documents; scans photographs for patrons; enters metadata into digitized online photos.

Coordinates public relations and publicity; utilizes local media to promote regional history publications and events; monitors local papers and publications; cuts and saves articles.

Works with patrons and local residents to secure artifacts, histories, journals, etc.; conducts interviews, records and transcribes oral histories; obtains photographic documentation of people and places; creates scanned and microfilm records to preserve historical information and detail.

Maintains center collection of periodicals and publications developed and produced by the center; provides educational events, delivers lectures, conducts classes and makes presentations to local, state, and regional special interest groups.

Performs general facility housekeeping.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school or GED;
 - AND
 - B. Two (2) years of experience performing above or related duties or working in a library environment;
 - OR
 - C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of theories, principles and objectives of historical preservation methods; information services and collection development; current trends and developments in research services; technical writing; resource development related to grants, donations, trusts, etc. **Some knowledge of** computer technologies affecting the operations and services.

Skill in the use of microfilm reader, scanner, voice editing equipment, copy machines, laminator.

Ability to work independently and conduct technical research; establish and maintain effective working relationships with employees, other agencies and the public; communicate effectively, verbally and in writing; s; operate personal computer and various software applications for word processing, and spread sheet information; access e-mail and effectively function in a computerized communications environment.

3. Special Qualifications:

Valid Utah Driver's License.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Moderate lifting is required in the day-to-day operations. Talking, hearing and seeing essential to the performance of required functions. Common eye, hand, finger, leg and foot dexterity also utilized in performance of daily tasks. Occasional exposure to changing environmental conditions due to local automobile travel. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)