

## RESEARCH HISTORIAN

This is professional work in providing historical research services for the Division of Archives and History, other state agencies, and the general public.

Under the general supervision of the research unit supervisor or the section administrator, employees perform research activities for specific projects for the sections of the division, topics defined by the division's administration, the historical marker program, or individual requests from other state agencies or the general public. Employees document findings and develop guides and indexes for future referral and response to inquiries. Employees perform related duties as required.

### I. DIFFICULTY OF WORK:

Variety and Scope - Work varies in nature due to the research projects required to support the various activities of the sections of the Division of Archives and History. Research for the sections may be for a particular event, period of time, historic site or property, or general topics involving social and political impacts or trends in the state. Requests from other state agencies or the general public vary extremely and are received on a continuous basis through correspondence, phone calls, or referrals from other units of the division.

Intricacy - Research projects vary in length and complexity depending on the particular request or need for information. Projects for the sections of the division may be to review publications, scripts, or other documentation prepared by the section staff for historical accuracy or to perform research for a particular project required by the goals of the section. Requests from other state agencies and the general public vary to include information desired on a specific people, events, or properties found in all areas of the state. The specifics of the research project may include referrals to previous documentation of people, events, or places, or more in-depth research if prior findings do not include the specifics of the request at the time. Research includes preparation of documentary reports, indexes, and other finding aids for future reference by researchers or the public.

Subject Matter Complexity - Work requires general knowledge of historic people, events, and places throughout the state and the resources available for reference. Familiarity with the programs of the sections in the division is required to determine the research needed in responding to requests for assistance.

Guidelines - Guidelines include professional policies and principles for conducting historical research as well as standards for research and documentation of findings established by the division or sections in the division.

### II. RESPONSIBILITY:

Nature of Instructions - Employees work fairly independently in determining daily activities and priorities. Initially, explanations of projects and details in scheduling are received from the research unit supervisor or the section administrator.

Nature of Review - Work is reviewed in progress through general discussions or resolutions of problems as they arise. Most work is performed independently once assignments and explanations of projects and time frames are made.

Scope of Decisions - Decisions regarding historic research and explanation of findings may impact on the programs of the sections of the division, determinations of private individuals, other government agencies, or historical organizations.

Consequence of Decisions - Decisions in determining-historical significance or details of historical events, people, or places may impact on projects of sections and cause delay and unnecessary expenditures. Impact on outside organizations, agencies, or the public may be in inaccurate information or details that will cause the loss of historical resources.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Contact is with other researchers, specialists, the general public, or representatives of government agencies and historical organizations.

Nature and Purpose - Most outside contact is regarding specific research needs as they relate to specific places, events, or people. Contact with representatives of the sections of the division is to clarify findings as they relate to specific projects or programs of the section.

IV. OTHER WORK DEMANDS:

Work Conditions - Work is conducted in a typical office setting with occasional travel around the state on specific projects requiring research services.

Hazards - Travel may cause exposure to inclement weather and driving hazards.

V. RECRUITMENT STANDARDS:

Knowledge, Skills, and Abilities - Considerable knowledge of North Carolina and American history. Considerable knowledge of primary and secondary reference sources and historical materials, laws, legislative journals, and documents of the state of North Carolina and the use of such materials. Ability to gather historical facts, analyze and verify their importance and significance, and to document therefrom. Ability to communicate effectively in oral and written form. Ability to establish and maintain effective working relationships.

Minimum Training and Experience Requirements - A master's degree in history and two years of progressive experience in a historical agency that has included research experience; or graduation from a four-year college or university preferably with a degree in history and three years of progressive experience in a historical agency that has included research experience; or an equivalent combination of training and experience.