

### Class Concept

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. 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. 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.

### 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 develop and maintain effective working relationships.

#### Minimum Education and Experience

Master's degree in history from an appropriately accredited institution and two years of progressive experience in a historical agency that has included research experience; or

Bachelor's degree in history from an appropriately accredited institution and three years of progressive experience in a historical agency that has included research experience; or an equivalent combination of education and experience.