

POSITION AVAILABLE

DEDICATED INDIVIDUALS NEEDED

Issued: 06/12/2017

www.steubencony.org

Steuben County, New York is currently recruiting candidates for the position of

COUNTY HISTORIAN (PT)

The work involves responsibility for the provision of source information and the maintenance of records of the history of Steuben County. The work is carried out in accordance with procedures established for the preservation of historic records and involves the receipt and filing of records of past events and the answering of inquiries relative to Steuben County history. Work is performed under the general direction of the County Manager, with extremely wide leeway allowed for the exercise of independent judgment in carrying out the details of whatever specific tasks are decided upon by the incumbent for undertaking, since he/she functions with almost complete independence. Direct supervision is exercised over the activities of the part time Deputy County Historian if one is also employed. Does related work as required.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of an equivalency diploma and two years of experience in the collection and/or preservation of local historical records.

RESIDENCY REQUIREMENT

Candidates must have been legal residents of **Steuben County** or one of the counties contiguous to Steuben in New York State (**Allegany, Chemung, Livingston, Ontario, Schuyler, and Yates**) for at least four months.

SALARY/BENEFITS

- ✓ \$10,000 - \$15,000 annually depending on experience
- ✓ NYS Retirement and an excellent benefits package
- ✓ Located in scenic Finger Lakes Region of New York State

Original application due by July 7, 2017 to:

Mary Jo Snyder, Confidential Secretary
Steuben County Department of Personnel
3 East Pulteney Square
Bath, NY 14810
Phone: (607) 664-2345