

**HISTORIAN 1**

**Nature of Work:** Under general supervision at the full performance level researches, analyzes and evaluates historical data to determine its significance and value to the successful continuation of historic preservation and the protection of historical sites in West Virginia. The employee acts as a research assistant or planning assistant in the Historic Preservation Unit. Performs related work as required.

**Distinguishing Characteristics:** Historian 1 is distinguished from the Historian 2 by absence of supervisory duties and lack of authority to approve final versions of reports and planning documents, and to decide registration priorities. It is full performance research and preservation planning work.

**Examples of Work**

Provides assistance to public in locating historical and genealogical information and records and in interpreting this information.

Contributes to State Historic Preservation Plan which is the tool for protection of historic resources.

Provides National Register guidelines, standards and forms needed for nomination of properties to National Register of Historic Places.

Provides technical assistance to individuals and organizations seeking funds or grants for restoration or preservation projects and assists in the interpretation, evaluation and preservation of regional historical information.

Prepares and edits National Register nominations that require accurate and extensive documentation of nominated sites historical authenticity.

Describes and justifies the historical significance and integrity of properties.

Prepares National Register explanatory literature and fliers.

Assists in composing periodic reports as directed by supervisor.

**Knowledge, Skills and Abilities**

Knowledge of West Virginia and regional history.

Knowledge of methods of historical research.

Knowledge of the federal regulations and laws and their application to historic preservation.

Skill in research, historical analysis and interpretation.

Skill in writing and communication.

Ability to write comprehensive historical reports containing multiple sections, chapters, exhibits and appendices.

Ability to organize, evaluate and present information effectively, both orally and in writing.

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HISTORIAN 1 (CONT'D)

**Minimum Qualifications**

**Training:** Graduation from an accredited college or university with a major in history or historic preservation.

**Substitution:** Possession of a Master's Degree in History or historic preservation may substitute for the required major.

Established: 7/16/92  
Effective: 9/1/92