

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CURATOR OF THE LINCOLN COLLECTION

POSITION CODE: 10750
Effective: 6-1-70

DISTINGUISHING FEATURES OF WORK:

Subject to administrative approval, performs highly specialized historical research into the life and career of Abraham Lincoln; serves as advisor to state and federal agencies on matters pertaining to Lincoln; conducts tours of Lincoln Room and other Lincoln exhibits.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Conducts original research into the life and career of Abraham Lincoln, searching for obscure facts and providing detailed and highly specialized information for educators, Lincoln scholars and the general public; maintains Lincoln manuscript catalogue and photostat collection.
2. Determines authenticity and valuation of Lincoln manuscripts and other materials of historical significance offered from private sources; participates in the acquisition of historical material related to Lincoln.
3. Serves as consultant to authors of publications, films and other documentary presentations; advises state and federal agencies on matters pertaining to Lincoln; answers inquiries on Lincoln from scholars, school children, writers and other interested individuals or groups.
4. Speaks before civic groups, service clubs and other interested groups.
5. Answers questions of Lincoln Room visitors; conducts special tours through New Salem State Park, Lincoln's Home and Tomb and other points pertinent to the life of Lincoln; distributes brochures containing answers to routine questions.
6. Writes and edits agency's Lincoln publications; writes articles for other publications; occasionally serves as judge of essay contests.

CURATOR OF THE LINCOLN COLLECTION (Continued)

7. Prepares annual report on activities and acquisitions.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in the middle period of American history and Lincoln, plus a master's degree in American history or political science with emphasis upon the life and career of Lincoln.

Requires one year professional experience in conducting original research on the life and career of Abraham Lincoln.

Knowledges, Skills and Abilities

Requires thorough knowledge of the life and career of Abraham Lincoln.

Requires thorough knowledge of the middle period of American history.

Requires thorough knowledge of research techniques and procedures.

Requires thorough knowledge of Lincoln manuscripts, documents and other informational sources.

Requires extensive knowledge of the authenticity and significance of historical manuscripts and relics.

Requires working knowledge of the principles and practices of library science.

Requires ability to establish and maintain congenial working relationships with educators, scholars and the general public.

Requires ability to establish and maintain effective working relationships with authors, possessors of historical source materials and historical societies.

Requires ability to critically evaluate historical articles and manuscripts.

Requires ability to speak effectively before groups.

Requires ability to catalogue manuscripts.

Requires ability to compile historical data and write articles for publication.