

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

HISTORICAL RESEARCH EDITOR II

POSITION CODE: 19002
Effective: 3-1-76

DISTINGUISHING FEATURES OF WORK:

Under direction, performs responsible professional historical research and editing work relating to the political, physical, religious or social history of the State of Illinois and the middle west; develops sources of manuscript submittals; assumes research and editorial responsibility for the completion of various historical projects from receipt of raw manuscript data to finished publication; supervises the collecting, assembling, proofreading and indexing of articles and various publications for the press.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs complex historical research; gathers and processes raw data; edits manuscripts for historical accuracy, presentation, proper citation of sources and grammatical form; compiles material and writes editorial columns for inclusion in numerous publications.
2. Corresponds with various authorities to solicit manuscripts from experts in a particular field; assists supervisor in accepting or rejecting submitted manuscripts; checks quotations and references for accuracy; verifies questionable or undocumented statements by consulting available library source books.
3. Rearranges author's materials if necessary; cuts or adds to articles to fit the space demands of a particular publication; occasionally rewrites the entire manuscript.
4. Corresponds with authors submitting materials and articles for publication; composes replies relating to submitted correspondence.
5. Maintains perpetual records of articles received and published, and mailing lists of schools receiving various historical publications.
6. May give talks to school children in the methods employed in historical research and writing; introduces new teaching materials into the classrooms and demonstrates successful history teaching techniques; works with Junior Historian clubs throughout the State.

HISTORICAL RESEARCH EDITOR II (Continued)

7. May conduct groups of history minded school children through the library, pointing out and explaining pertinent facts and relating the historical significance of various items in the library's collection.
8. Prepares brief articles for publication pertaining to historical societies; assists higher level editors in the publication and distribution of periodicals published by the Historical Library.
9. Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four years of college, with courses in English and journalism or American history.

Requires one year professional experience in historical research or editing.

Knowledges, Skills and Abilities

Requires extensive knowledge of printed manuscript and documentary sources of Illinois historical materials.

Requires extensive knowledge of the principles, practices and techniques used in historical research.

Requires extensive knowledge of the principles, practices and techniques used in writing and editing historical publications.

Requires working knowledge of the principles and techniques of pictorial presentation of ideas and typographic design.

Requires ability to maintain satisfactory working relationships with authors, possessors of historical source materials, historical societies and civic groups.

Requires ability in the compilation of research data and skill in the application of scientific historical research methods.

Requires ability to review and critically evaluate historical articles and manuscripts.

Requires ability to write historical articles.

Requires ability to operate microfilm readers and similar library equipment.

Requires ability to speak before public groups.

Requires ability to maintain satisfactory working relationships with other employees and the general public.