

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

HISTORICAL RESEARCH SPECIALIST

POSITION CODE: 19008  
Effective: 6-23-94

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, performs professional historical research; writes books, articles, and monographs; participates in the research activities of the State Historical Library; answers reference questions for those conducting research projects on Illinois and related history; participates in the acquisition of authentic source materials for the Historical Library; presents programs on Illinois and related history; occasionally provides guidance to a temporary professional staff assisting with historical research projects.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Conducts professional historical research relating to the history of Illinois, the Civil War, Abraham Lincoln, and the Mississippi Valley; determines areas of Illinois history needing additional research and study; provides leadership to temporary professional staff assisting with research projects; prepares work plans and timetables and monitors the progress and quality of work.
2. Writes and edits books and articles to provide new interpretations and reinterpretations of Illinois history; determines areas of Illinois history needing additional study.
3. Participates in the acquisition activities of the library relating to manuscripts, newspapers, maps, photographs, and Lincolniana by making recommendations for surveys and searches for historical materials; determines authenticity of historical documents.
4. Consults with staff and other state agencies on displays and exhibits to disseminate historical information from the Historical Library collection; selects documents for exhibit, original letters, maps or broadsides (campaign banners or advertisements).
5. Seeks supplemental funding for historical research and its dissemination, completes grant applications.
6. Provides professional assistance to authors, teachers, and students using the research facilities of the library; directs researchers to sources that are located outside the agency; answers reference questions of a highly technical nature relating to Illinois history.

## HISTORICAL RESEARCH SPECIALIST (Continued)

7. Serves as a consultant to those preparing films and other media productions to assure accurate historical facts; prepares bibliographies and finding aids for use by researchers; maintains work records; works with agency personnel in the preservation and protection of collected materials; participates in long-range planning for the acquisition of books or other materials.
8. Speaks before professional and lay groups on Illinois history; organizes historical conferences and symposiums; makes visits to universities and colleges to advise and consult on research problems concerning Illinois history.
9. 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 the completion of a Ph.D. in history, preferably with a major in the field of Illinois and/or American history, plus two years of professional experience in the field of historical research or two years of professional experience in college teaching. A master's degree in history, preferably with a major in the field of Illinois and/or American history, and an additional two years of related experience may be substituted for the doctoral degree.

Requires experience in doing historical research and in doing historical writing.

#### Knowledges, Skills and Abilities

Requires thorough knowledge of the locations of Illinois history collections.

Requires thorough knowledge of historical research techniques.

Requires thorough knowledge of English language.

Requires thorough knowledge of the authenticity and historical significance of printed manuscripts and documentary sources of Illinois history.

Requires thorough knowledge of writing and editing techniques.

Requires thorough knowledge of how to obtain grants from public and private granting agencies.

Requires ability to apply historical research methods to write and edit books and articles.

Requires ability to seek funding sources and prepare grant applications.

Requires ability to promote the agency through the disseminating of historical information.

Requires ability to establish and maintain effective working relationships with employees, fellow historians, and professional and lay groups.

Requires ability to supervise temporary special project workers.

Requires ability to prepare reports on professional work done during the month.

Requires the ability to travel.

Requires ability to prepare and deliver speeches.