CLASS TITLE: **HISTORIC PRESERVATION AIDE**

Class Code: 02703100
Pay Grade: 16A
EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform a variety of complex clerical and administrative duties in support of overall functions and operations of the Rhode Island Historical Preservation Commission; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior in accordance with established policies and procedures; instructions are given at the beginning of an assigned task, and work is presented in final form when completed; work is subject to review by superiors.

SUPERVISION EXERCISED: As required, may supervise the work of a small group of clerical workers.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform a variety of complex clerical and administrative duties in support of overall functions and operations of the Rhode Island Historical Preservation Commission, such as: National Register of Historic Places and State Register; project review; grants; survey; archaeology; technical preservation services; public information; easements.

To maintain and review grant and loan files for completeness and make reports, requiring contact with the public.

To process nominations to the National Register of Historic Places and the State Register including identifying and securing missing items and final preparation of nomination documents.

To receive federal project review referrals, refer project information to appropriate staff, log and track reviews using computer files to assure timely response.

To provide information about historic preservation easements to owners of historic properties and maintain computer files including annual monitoring reports.

To make arrangements for educational programs such as conferences, lectures, and workshops, including reserving meeting facilities, coordinating publicity, and keeping speakers and other program personnel informed of the arrangements.

To operate computer systems including word processing and database files related to RIHPC program areas and to prepare reports using such files.

To assist in gathering, assembling, and disseminating historic preservation information related to RIHPC program areas for publication or in response to specific questions from the public.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of office practices with typing and word processing abilities; the ability to operate computer data base files; the ability to maintain complex records and to prepare periodic reports from such records; the ability to interpret and apply complex National Park Service and departmental policies and procedures; the ability to prepare clear and concise oral and written relationships with other employees and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and
Experience: Such as may have been gained through: employment in a position with a public or private agency that assists in operating historic preservation programs.
Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: August 25, 1991
Editorial Review: 3-15-2003