

MUSEUM ASSISTANT

NATURE OF WORK IN THIS CLASS:

Performs varied technical work involved in museum activities.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Catalogs all artifacts or photograph collections in the museum.

Conducts historical research related to museum artifacts, exhibits, and related items.

Gives talks and guided tours to school children and the public visiting the museum.

Preserves and maintains museum items.

Keeps records of museum activity; prepares statistical reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the history of Guam.

Ability to give talks and guided tours of museum collections.

Ability to learn and apply proper museum cataloging procedures.

Ability to gather and obtain historical facts concerning museum collections from books and the public.

Ability to communicate effectively, orally and in writing.

Ability to work effectively with the public and employees.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- (a) One year of experience involving public contact and completion of a course in Guam history; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

ESTABLISHED: JULY 1980



DAVID R. FLORES, Executive Director
Civil Service Commission