

**DUPLIN COUNTY
CLASS DESCRIPTION, 2025**

POSITION TITLE: Museum Assistant (Part-Time Position)

GENERAL DESCRIPTION OF DUTIES

Under the supervision of the Director and the STEM Educator, the Museum Assistant will support in any aspect of museum operations as required such as preparation of exhibits, collections cataloging, and the development/facilitation of programs. Additionally, preparation of objects for storage, research, and guiding tours may be required. This position will involve a flexible schedule of up to 30 hours per month and will include some Saturdays. Travel and professional development opportunities are available.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- General: Greet visitors, distribute information, answer phone calls, and take messages.
- Provide excellent customer service while maintaining a safe, friendly and orderly environment in exhibit spaces and the historical park.
- Support museum staff with the development of education, event, and volunteer materials.
- Assist with the planning and installation of exhibits.
- Schedule tours, programs, and provide information on collections and the historical park.
- Help conduct daily tours and programs as necessary.
- Museum collections: catalog the collections, take digital images of objects, fill out condition reports, clean artifacts and specimens, assist in maintaining the museum's collection database (PastPerfect), assist with updates to the museum's inventory and accession registers, conduct research on identification and interpretation of museum collections, carefully watch the safety and condition of objects on display.
- Handle inquiries from researchers and the public.

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- Skills: Interpersonal/human relations skills. Ability to organize time, projects, and details. Skill in verbal and written communication and following instructions. Ability to properly and respectfully handle artifacts. Ability to operate a personal computer/laptop. Capacity to work as a team member.
- Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED; supplemented by up to a year of previous experience and/or training involving administrative or office management. Prefer History or Science degree from an accredited college or university or previous experience working in a museum or an equivalent combination of education, training, and experience. Fluency in Spanish is a plus.

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the State of North Carolina.

Employees will be subject to pre-employment drug screening in accordance with the county's drug free workplace policy and must pass a criminal background check.

Handles money and therefore employee will also need to pass a credit check.

Employee may be required to work rotating shifts, weekends and holidays as required.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to compile, assemble, copy, record and/or transcribe data and/or information according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Human Interaction: Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to use, operate, and/or handle office equipment, such as a computer, typewriter, copier, facsimile machine, and postage machine; and a motor vehicle.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference data and information, such as postage, copier, and facsimile manuals; postal forms; general ledger and payroll reports; and a dictionary.

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Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of fractions; ability to interpret graphs.

Functional Reasoning: Requires ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties, which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds) and moderately heavy weight (20-40 pounds) occasionally.

Dexterity: Requires the ability to perform simple movements requiring moderate coordination, such as those required to operate office equipment and a motor vehicle.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to adverse environmental conditions, such as wetness, humidity, rain, or temperature extremes.

PERFORMANCE INDICATORS

The work performance of non-supervisory personnel of Duplin County is routinely evaluated according to the performance criteria outlined herein:

Knowledge of Work: Has working knowledge of principles and practices of answering the telephone, greeting visitors, and processing incoming and outgoing mail. Has working knowledge of the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position. Has working knowledge of the organization of the department, and of related departments and agencies. Clearly understands the occupational hazards and safety precautions required to perform the essential functions of the work. Has working knowledge of terminology and related professional languages used within the department as such pertains to work responsibilities. Knows how to maintain cooperative and effective relationships with intra- and interdepartmental personnel, as well as any external entities with which position interacts.

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Quality of Work: Maintains high standards of accuracy in performing duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains quality communication and interaction with intra- and interdepartmental personnel, and any external entities with which position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in a manner to produce a quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completion of assigned functions. Completes assigned work within established deadlines in accordance with directives, policies, standards, and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides sufficient notice to upper management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Exhibits an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates appropriate and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identification of alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advisement where appropriate, and researches issues, situations, and alternatives prior to exercising judgment.

Cooperation: Accepts supervisory and managerial instruction and direction, and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences is justified, i.e., poor communications, variance with established policies and procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation both intra- and interdepartmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships both intra- and interdepartmentally, and with external entities with whom position interacts. Tactfully and effectively handles requests, suggestions, and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion for work elements, and establishes a personal schedule accordingly. Attends required meetings, planning sessions

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and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Employee's Signature

Supervisor's Signature

Date

Date

Duplin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Duplin County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.