



Commonwealth of Dracul



Job Description

Vlad III Historian

Reports to: General Services Director

Job Summary

To maintain a preservation of Vlad Tepes history, a Vlad III Historian is position has opened. This person is responsible for maintaining a database of history, as well as searching for new facts to input.

Major Duties

Essential duties and functions may include the following:

- Preserve current history
- Search for new history
- Observe national holidays
- Answer questions about Vlad Tepes and Romanian History

Experience and Skills Required

- Microsoft Word and Excel experience is required
- Customer service type experience with the public
- Conflict resolution when dealing with public and employees

Supervisory Controls

None.

Supervisory and Management Responsibility

None.

Minimum Qualifications

- Applicant must be at least 18 years of age
- No FELONIES or Sex Offender Registry
- Must be honest and willing to handle personal data
- Have availability to work on at least a monthly basis
- Must be willing to report in without lack of communication
- Must have access to Microsoft Word and Excel products
- Must have a personal computer with account that can be locked