# Workforce Role Description

This form is to be used by the workforce (employees, Church-service missionaries, and volunteers) of the Corporation of the President (COP) and Corporation of the Presiding Bishop (CPB). It describes general workforce requirements as well as purposes, responsibilities, and qualifications of the role identified below.

## Job title

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<th>Job code</th>
<th>Grade level</th>
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<td>5903</td>
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## General Workforce Requirements

**General requirements for the Church workforce:**

- Temple worthiness
- Regular attendance and timely arrival at the assigned location

**Note:** The specific statements shown in each section of this Workforce Role Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

## Purposes

Briefly describe why this job exists, who the customers are, and what the customers expect.

This Church service Missionary position exists to perform secretarial duties that may require considerable experience, skill and knowledge of organization policies and practices of the Church.

## Responsibilities

Describe what the major responsibilities of the job are, including accountability, problem solving, relationships, interactions, results, and relevant metrics and measures. List responsibilities in order of importance, and indicate percentage of time spent on each.

- Performs secretarial duties that may require considerable experience, skill and knowledge of organization policies and practices of the Church.
- Prepares correspondence, memoranda, reports, etc. for mailing, indexing or filing. May compose routine correspondence and memoranda.
- Screens telephone calls and some general e-mails; receives and directs visitors to staff or events; and may resolve routine inquiries.
- Schedules and maintains a calendar of appointments, meetings and travel itineraries and coordinates related arrangements.
- May prepare and distribute minutes of meetings.
- Maintains updated contact lists of employees and preferred customers.
- Typically is supervised by mid-to-upper level management.

## Qualifications

List the minimum requirements for the position. Identify knowledge and skills required, including formal education, specialized training, and prior experience. Include any degrees, certifications, and licenses that are required.

- Requires a working knowledge of computers, particularly programs in the Microsoft suite.
- Requires good communication skills (verbal and written).
- Requires people skills when working with both staff and customers.
- Preference may be given to those applicants with over two years secretarial work experience.