**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.

### 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.

### 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.

- Provides a wide variety of administrative and support services. May assist in budget preparation and control activities. May assist in the preparation and control of records, statistics, and reports regarding operations, personnel changes, etc. Administers programs, projects, and/or processes specific to the operating unit served. May serve as administrative liaison with others within and outside the company regarding administrative issues related to purchasing, personnel, facilities and operations. May conduct research, analyze information, and prepare recommendations. May deal with confidential information.
- Leveling guide: Supervision: Works under minimal supervision
- Complexity: Decisions and tasks are moderately complex and often non-routine, sound judgment, accuracy and timeliness required, assist in resolving complex issues and problems
- Problem Solving: Resolves conventional problems, questions, or situations in conformance with defined criteria, practice, or protocol. Limited latitude to deviate without approval of supervisor. Work product is spot-checked for accuracy.
- Supervision of others: None
- May assist in orienting and training lower level employees

### 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 High School diploma or equivalent and three to five years of related experience. Intermediate office skills which include: knowledge and ability to conduct moderate to complex research projects and formulate summaries for approval, intermediate experience with standard business software, sufficient to create reports, charts, graphs and tables, ability to author correspondence with minimal supervision, knowledge of concepts, practices, principals and standards of department/division product or services, and tasks require sound judgment, accuracy and timeliness. Skill level requirement: completion of the following assessment tests with a passing score: Microsoft Word-Experienced Users, Excel Basic and PowerPoint Essentials. Optional tests include: Business Communications, Outlook Essentials and Microsoft Essentials. Talent Plus is also available for measuring natural abilities.