

Workforce Role Description

Corporation of the President (COP)
Corporation of the Presiding Bishop (CPB)

General Workforce Requirements:

- Temple worthiness
- Regular attendance in a timely manner at the assigned location.

Please 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.

Job Title	Job Code	Grade Level	Approval Date
Archive Records Researcher (GSC)	CSM		

Purposes

To research the Church Archives as directed in an effort to locate requested information currently missing or unknown. This information is needed to verify priesthood ordinations or to provide data for vital research.

Responsibilities

Church-Service Missionaries (CSMs) will be assigned to serve in various Global Support Center (GSC) operations such as Priesthood Line of Authority, Member Services Support Group etc to research and find information dealing with missing dates of priesthood ordination, or special data such as researching microfilm records to help establish member presence in geographic areas affected by radiation according to the Radiation Exposure Compensation program guidelines. May be assigned research projects in a variety of other topics.

Will work somewhat independently with minimal daily instruction.

Qualifications

Ability to work independently and with minimal supervision. An interest in and ability to perform in-depth research assignments and projects. This will include working with microfilm (microfilm readers) as well as computer related data.

Possess basic office and computer skills. Ability to understand and follow detailed procedural instructions. Once the CSM understands these instruction they will function on their own. Must possess an "attention to detail".