**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.

To perform clerical tasks requiring an intermediate level of procedural knowledge, analysis, and judgement.

### 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.

Under general supervision, performs a limited variety of clerical duties for functional groups involving compiling and arranging data, making standard computations, processing and coding documents, and maintaining records and files. Routines are generally prescribed and supervision is readily available.

### 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.

**Experience:** Typically has 3-6 years of experience in position or specialization. **Skill:** Applies some advanced skills to the position or specialization. May adapt procedures, processes, tools, equipment and techniques to meet the more complex requirements of the position. **Duties and Tasks:** Duties and tasks are frequently non-routine. Resolves most questions and problems, and refers only the most complex issues to higher levels. **Supervision Given or Received:** Works under minimal supervision. May assist in orienting and training lower level employees.