

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
Clerk	5816	CSM	10/21/10

Purposes

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

Responsibilities

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

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.