

# 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 - Member & Leader System (MLS) Testing (GSC) | CSM      |             |               |

## Purposes

Functions to help ensure that various computer programs implemented to serve leaders and members in searching member related data are effective and serve their purpose.

## Responsibilities

Church-Service Missionary (CSM) in the assignment will work independently with minimal instruction on testing computer programs and hardware dealing with Member and Leaders Services, Convert Date Entry etc. Will work with developers and programmers as needed to provide feedback on any issues or problems found with the programs to ensure that these and other programs are allowing those having need to access information in Church and member information in a simple and straight forward way.

May be assigned other related assignments as well as research tasks as needed.

## Qualifications

Sound computer skills and understanding. Ability to follow detailed procedural instructions. Familiar with operating systems such as Microsoft Windows. Willingness and ability to learn software applications and programs that deal with Church membership, financial and record keeping and related information.

CSM will need to enjoy providing customer service and dealing with others. Able to read, write and communicate clearly in English.