

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
Tech: Digital Processing	CSM		

Purposes

In the Family History Department: This Church Service-Missionary (CSM) opportunity will perform digital technology functions such as: digital image and metadata processing, audit records and producing digital surrogates for the Family History Dept. operations and other Church operations.

Responsibilities

70%: Assists the "digital pipeline function" by performing duties such as: processing images and metadata, auditing images and records, analyzing records and producing digital preservation files, writing preservation images and metadata to magnetic tapes, operating and troubleshooting computer hardware to produce digital duplicates, creating metadata, identifying problems with records and performing corrective actions. Manipulating images and metadata to prepare them for processing. Work with spreadsheets and databases to prepare reports and circulating records for approval use. The intent is to achieve high quality, low cost, rapid delivery and customer satisfaction while adhering to safe work practices.

15%: Help develop staff by assisting DPC supervisor in their assigned responsibilities, such as; training new employees and CSMs, root cause analysis and handling special projects.

15%: Improve processes by assisting in process design and implementation and ensures optimal performance by conducting routine maintenance on hardware and workstations.

Qualifications

Experience in using computers or the ability to learn; also know or learn software-based utilities for image and metadata manipulation. Ability to learn and use required hardware including extensive computer use including Excel and Access.

Ability to perform multiple tasks at once, be process oriented and be able to focus mentally for long periods.

Physical requirements include ability to read documents with normal sized print. Able to sit, stand a walk for extended periods and well perform occasional lifting procedures of up to 25 pounds.

Must have two (2) years production experience in digital image handling and processing.

Need excellent oral and written communications skills.