

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
Preservation Book and Copy Specialist	CSM		

Purposes

In The Family History Department: This Church-Service Missionary (CSM) assignment is to coordinate and record identification colors and bar codes for materials being sent out to commercial binderies for repair to ensure proper identification.

Responsibilities

80% of CSM's time will be spent tying colors and bar codes to title records and copy record for commercial binding.

10% will be spent checking books returned from commercial bind.

10% of time will be spent doing preservation paperwork, annotations and circulating of those books.

Qualifications

Basic understanding of and ability to work with computers and use programs established to support this operation.

Good memory. Ability to work with others. Good organizational skills. Good manual dexterity and the ability to stand for periods of time.