

# 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
Quality Control Technician	CSM		

## Purposes

In the Family History Department: This Church-Service Missionary (CSM) opportunity will be responsible for the evaluation/audit process of new masters/images and communicating results directly to customers.

## Responsibilities

Church-Service Missionary (CSM) will be involved in performing the following:

65%: conducting quality standards testing and inspections of field and vault images.

15%: Recording of data for tracking and statistical reporting.

10%: Analysis and communication of quality results.

10%: communication dealing with solutions for common errors, information updates and new standards provided to the field.

## Qualifications

One year of production experience preferred. Ability to multi-task.

Intermediate personal computer skills including: proficiency with Windows operating system; ability to navigate and used file system; experience with Microsoft Word, Access and Excel and the ability to create and edit data in any of these programs and to move data between them.

Detailed oriented. Excellent interpersonal skills.

Ability to safely stoop, bend crouch and flex both wrists frequently throughout the day. Good manual dexterity.

Able to focus mentally for extended periods of time. Skill in independent analysis and judgement.

Proficiency in a second language in addition to English is desired.