

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
Research Consultant	33087	CSM	6/12/09

Purposes

A research consultant 1 provides high quality service to support the initiatives of the Family History Department, General Authorities, VIPs, and assists patrons throughout the world.

The research consultant 1 learns the basics of providing genealogical analysis, consultation, research, instruction, and translation/transcription. He/she learns the operations and requirements specific to the department and develops professional skills.

Responsibilities

70% Patron and Community Services: Assists in answering 40% of the genealogical questions for patrons. Assists in providing training for missionaries on basic records, resources, and research procedures based on the geographical area. Assists in writing genealogical content based on basic records, resources, and research procedures. Assists in assembling and organizing information in either internet authoring or narrative style. Assists in developing training materials on basic records, resources, and research procedures, and participates in the genealogical community.

30% Professional Development: Increases domain expertise in research strategy, communication, presentations, and procedures and developments in the profession through study, attending workshops, conferences, training sessions, reviewing journals/periodicals, and managing the collection. Receives mentoring from Research Consultants 2, 3 and Senior. Works to increase knowledge and skill in using computers and genealogy databases or programs.

Qualifications

Bachelor's degree in family & local history, languages or archival/library sciences, or a related field & 3 years full-time professional experience in a library or genealogical/historical research experience; or equivalent education & experience. Able to quickly learn & apply proven genealogical strategies when doing research in some basic records & resources & knowledge of basic resources & record sets as determined by geographic area. Able to develop sound genealogical conclusions from records using direct evidence; compile well documented pedigrees; & proficient in using basic resources & record sets to verify locality of family, birth of direct line ancestor, determine marriage of parents, identify complete families. Excellent patron interaction, language & grammar skills to assist with writing in Wiki & answering correspondence. Meet dept presentation & training standards with skills in PowerPoint & other presentation media. Understanding of the history & culture of the geographic/subject area from the mid 1800s. Competent with Microsoft Office & FamilySearch. Ability to decipher clearly written records. Fluency read/write basic records in 1 foreign language.