

Community of Christ

NEW POSITION DESCRIPTION FORM

WCHRC APPROVAL DATE:		WMCT APPROVAL DATE:
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POSITION TITLE: Property Records Assistant			Grade:	(determined by HRM)
CLASSIFICATION	<input checked="" type="checkbox"/> Staff Assistant	<input type="checkbox"/> Staff Executive	<input type="checkbox"/> Executive Minister*	
	<input type="checkbox"/> Field Appointee	<input type="checkbox"/> Field Specialist	<input checked="" type="checkbox"/> Volunteer	<input type="checkbox"/> Other
New Position:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Person Replaced:	

Field/Enrichment Group: Volunteers	Field Supervisor/Enrichment Group Leader: Shelley Ruhlman
Team (s): Risk Management Service Support Team	Team Leader (s): Rick Boyd

POSITION SUMMARY: This position will be responsible for updating the Risk Management property records files. The existing drop-in files will be reviewed and unnecessary papers discarded. The remaining records will be organized by property into notebooks and a cover page added to convey basic data quickly. Boxes of photographs will be reviewed and compared with property records to determine if they represent the current building. Necessary photos will be added to the property record notebooks.

They will be assigned to the Volunteer enrichment group. The primary purpose of the enrichment group is the pastoral care and holistic development of its members.

Work Experience:	<input type="checkbox"/> 1 yr	<input type="checkbox"/> 1-3 yrs	<input type="checkbox"/> 3-5 yrs	<input type="checkbox"/> 5+ yrs
Formal Education:	<input type="checkbox"/> HS or GED	<input type="checkbox"/> 14+ yrs	<input type="checkbox"/> 16 yrs	<input type="checkbox"/> 17+ yrs

- Qualifications Include:**
1. Ability to organize work and information
 2. Ability to determine the relevance of information in files
 3. Ability to interpret guidelines for application to each property file
 4. Computer and typing skills necessary for creation of labels, cover sheets, etc.
 - 5.
 - 6.
 - 7.
 - 8.
 - 9.
 - 10.
 - 11.
 - 12.

- Key Competencies (list 5-8 of the most important competencies for this position):**
1. Decision Quality
 2. Organizing
 3. Perseverance
 4. Planning
 5. Problem Solving
 6. Drive for Results
 7. Managing Through Systems
 8. Learning from Others
 - 9.
 - 10.
 - 11.
 - 12.

- Primary Responsibilities Include (list the most important duties and responsibilities):**
1. Review existing property files and discard unnecessary papers
 2. Organize remaining information and place in notebooks
 3. Review photo collection, determine the relevancy of each photo, and include in property files
 - 4.
 - 5.
 - 6.

- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

Organizational Relationships (list the title and number of persons or projects this position supervises/coordinates): The day-to-day supervision and direction is provided by the team leader. The Volunteer enrichment group leader will provide supervision of the position's overall focus in a more general way, i.e. development and evaluation, workload balance, etc.

Additional Comments: Work station will be provided for the duration of the project. Time commitment is flexible, allowing for anything from frequent, brief periods to intensive work. The key is to maintain progress. This task can start and stop to accommodate travel or other commitments, as long as the commitment to stay at the task until completion is communicated.

Prepared By: Rick Boyd	Date: January 30, 2007
Reviewed By (Enrichment Group Leader): Shelley Ruhlman	Date: January 30, 2007
Approved by (WMCT Member):	Date:

*(Position must meet the church's requirements to be classified as an executive minister.)