



Mesa County LIBRARIES

Volunteer Job Description

Position: Obituary Clerk

Location: Central Library
443 N. 6th Street
Grand Junction, CO 81501

Position Purpose: The purpose of this position is to add new Daily Sentinel obituary records to the Mesa County Libraries online catalog with the occasional task of updating records that already exist in the catalog. This project adds to the services that the library offers and is beneficial to library patrons who are doing genealogical and historical research.

Supervisor: Information Services Librarian

Responsibilities, Duties, Functions, Tasks (what must be completed to achieve the goals):

- Navigate obituary records in PDF format and search libraries catalog for existing records using provided computer.
- Add new obituary records by locating records in PDF format and transferring information to the catalog.
- Transfer information by typing or using the copy and paste function.
- Transfer images using Snipping Tool software.
- Report hours to Volunteer Coordinator using Galaxy (online portal) or log sheet by the 10th of each month

Qualifications (minimum experience, skills, education, knowledge):

- Attention to detail
- Knowledge of English grammar and spelling
- Ability to use a word processing software
- Minimum typing skills – 35 WPM

Requirements:

- Must be at least 18-years-old
- Interview with Volunteer Coordinator, review of handbook, signed waivers
- Train with Information Services Librarian
- Physical ability to sit at a computer for an extended period

Time Commitment:

- Minimum of 1.5 - 2 hour shifts, once a week