

Position Description



Volunteer Position Title	Local Studies assistant
Division	Community Services
Branch	Library Services
Supervisor	Jo Oliver
Position Requirements	
<ul style="list-style-type: none"> • A high level of literacy • Competence with scanning and computer file creation • Keyboard and filing skills. 	
Key Duties and Responsibilities	
<ul style="list-style-type: none"> • Identifying articles from media for archiving according to specified criteria • Filing articles according to list of subject headings • Scanning material and saving in computer files • Transcribing oral history interviews 	
Training provided	
<ul style="list-style-type: none"> • Identifying appropriate material for archiving • Procedures for scanned and hard copy filing 	
Preferred skills	
Essential	
A high level of literacy	
Desirable	
<ul style="list-style-type: none"> • Scanning and computer file creation • Keyboard and filing skills 	
WHS Responsibility	
Act in accordance with WHS legislation and Council workplace health and safety policies at all times	
Prepared by	Jo Oliver
Date	27.8.12
Approved by Manager	
Date	

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