

Data Entry of Birth, Marriage & Death Certificate Transcriptions Volunteer

Job Description

The Transcription of Birth, Marriage and Death Certificates Project team copies out the information on certificates, as requested by members of the public who order this information. When a written transcription is complete the Data Entry volunteer types it onto the appropriate Microsoft Word template form. The typed transcription is checked thoroughly, saved as a .pdf file and forwarded by email to the customer. A note of the date and time of dispatch is made at the top of the printed request.

The job requires:

- familiarity with Windows, Microsoft Word and Microsoft Outlook
- attention to detail and accuracy – the transcription must be typed exactly and checked that it corresponds with the one requested on the appropriate birth, death or marriage form
- promptness in forwarding transcriptions to customers
- collaboration – with other members of the transcription team.

In line with the Society's Work Health and Safety policy, Donated Certificates Project team volunteers need to:

- ensure that the work area and its equipment are used safely
- care for personal wellbeing – optimise sitting position, have breaks to maintain alertness, give your eyes a rest from screens and move to prevent stiff muscles
- in the event of any emergency, follow the instructions of the person in charge and assist other users or project volunteers to evacuate if told to do so.