

Transcription of Birth, Marriage & Death Certificates 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.

The job requires:

- attention to detail and accuracy – information must be typed as it is written on the certificate, even though there may be spelling mistakes in the original
- organisation and care of the microfiche – understanding the indexing and filing systems and ensuring that all microfiche used are returned correctly
- collaboration - if you or other transcribers are having trouble reading a certificate, check with each other for opinions
- patience and persistence – many certificates can be hard to read due to the condition of the original records, the condition of the microfiche/microfilm or the standard of the hand writing
- using other resources, where necessary, to assist in transcribing difficult-to-read information

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 – ask for help if it is needed to move microfiche readers, 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.