

work performed at 100 Library Street in Moncks Corner

VOLUNTEER JOB DESCRIPTION

Transcription of Cursive Historic Documents

DUTIES AND RESPONSIBILITIES:

- Transcribes cursive writing, line-by-line, in letters, documents, receipts (1780 - 1940),

JOB REQUIREMENTS

- Must be dependable
- Must be neat, accurate and detail-oriented
- Must be proficient in Microsoft Word 2010, 2013 and/or 2016
- Must complete Volunteer Application

TIME REQUIREMENTS

- Must commit to a minimum of two hours per week for 6 months or longer
- Volunteer hours are between the hours of 11:00 am and 6:00 pm

TRAINING REQUIREMENTS

- Review of historic document reference sources and helps
- How to format transcriptions in Microsoft Word

RESPONSIBLE TO:

Ramona Grimsley
Digitization Librarian
843-719-4240

Contact: ramona.grimsley@berkeleycountysc.gov

