



DVAL JOB DESCRIPTION 2024-2025

JOB TITLE: Typists

MAJOR DUTIES AND RESPONSIBILITIES:

Working with various Officers, Board Members and Committee Coordinators, the typists are responsible for producing official DVAL documents relevant to the operation of the organization. This is a non-board position therefore attendance at monthly board meetings is not required.

DETAILED RESPONSIBILITIES:

- Templates of the Official DVAL documents are provided along with all pertinent information necessary for each document.
- Examples of documents would include contracts, schedules, prospectus, etc.
- Typists may also be asked to help type updates for the DVAL Handbook/Membership Directory.