

## **Data Preservation Assistant- Justification for Higher Wage**

The MBMG Data Preservation Assistant position requires detailed work and a higher level of computer knowledge and experience than an entry level position.

The skill set for this position includes advanced computer skill (Microsoft Excel and Access and Adobe Acrobat and Photoshop). The assistant will be assisting the Bureau in scanning, optimizing, and preparing historical mining files for webpage population and relational database entries and revision.