



VOLUNTEER POSITION DESCRIPTION

DATE: March 1, 2010

JOB TITLE: Clerical Assistant

DEPARTMENT: Department of Community Development

JOB SITE: County Administration Building, 619 Division, Port Orchard

JOB SUMMARY:
Provides office support for Community Development staff.

JOB DUTIES:
Scanning final permits from hard copy (i.e., 8 ½ x 11, 11 x 17, large format paper) to the imaging database. Assisting with filing, copying, and preparation of mailings; sorting and distributing mail, typing labels, faxing documents, data entry and special projects as needed.

SKILLS AND QUALIFICATIONS:
Should possess good communication skills, both oral and written. Should have basic office skills with the ability to alphabetize. Basic computer keyboarding skills are highly desirable. Ability to operate a personal computer including word-processing and data base software. Needs to be motivated to follow directions and learn assigned tasks. Must be physically able to bend, stoop, kneel and reach to remove and replace files. Some kneeling will be required when filing into lateral files. Sitting or standing for extended periods of time may be required.

REQUIREMENTS:
A High School diploma or equivalent is required.

TRAINING AVAILABLE:
On-the-job training and office orientation provided by the site supervisor or assigned supervisor. Kitsap County training opportunities available on a space available basis.

BENEFITS:
This position offers an opportunity to fine tune clerical skills in an office setting with one-on-one guidance from experienced staff.

RESPONSIBLE TO:
Administrative Services Supervisor, Tina Holguin

TIME COMMITMENT:

Start date:	Ongoing
Length of service:	3-6 months (negotiable)
Work schedule:	Flexible within the 9 – 5:00 M-Th workdays

For more information on this or other volunteer positions in Kitsap County
Contact: Jan Koske, Volunteer Coordinator, 337-4650 or E-mail jkoske@kitsap.wa.us
DAS Jan Forms POSITIONS #31 clerical assistant