



VOLUNTEER JOB DESCRIPTION

DATE: February 17, 2010

JOB TITLE: Clerical Assistant

DEPARTMENT: Auditor

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

JOB SUMMARY:
Assist staff with basic clerical functions.

JOB DUTIES:
Assist Recording and Licensing divisions with basic clerical functions including opening and sorting mail. Volunteer may also assist with answering telephones and other office functions depending on skills.

SKILLS AND QUALIFICATIONS:
Should be comfortable with providing customer service and have the ability to follow written procedures. Criminal History Background check required.

TRAINING AVAILABLE:
Training will be provided in addition to written procedures.

BENEFITS:
Volunteer will gain experience working in an office and providing customer service in a busy and friendly County office.

RESPONSIBLE TO:
Supervisor Anna Wilderbuer

TIME COMMITMENT:

Start date: ASAP

Length of service: Three months Minimum - two days per week

Work Schedule: Flexible within the 8:00 – 5:00 workday

For more information on this or other volunteer positions in Kitsap County
Contact: Jan Koske, Volunteer Services Coordinator, 337-4650 or E-mail jkoske@kitsap.wa.us
DAS Jan Forms POSITION #121 Clerical Assistant