



VOLUNTEER POSITION DESCRIPTION

DATE: March 1, 2010

JOB TITLE: Clerical Assistant

DEPARTMENT: Commissioners

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

JOB SUMMARY:
Provides assistance to Commissioner's office support staff.

JOB DUTIES:
Assisting with filing for County Commissioners, data entry, scanning, the preparation of mailings, locating and compiling research data, and other special projects. This position involves greeting the public and answering the phones. Serves as receptionist for Commissioners office. Meets regularly with the Administrative Coordinator to prioritize assignments.

SKILLS AND QUALIFICATIONS:
Should possess good communication skills, both oral and written. Should have basic office skills with the ability to alphabetize. Needs to be motivated to follow directions and work independently on assigned tasks.

REQUIREMENTS:
A High School diploma or equivalent is required.

TRAINING AVAILABLE:
On-the-job training and an office orientation will be provided by supervisor and support staff.

BENEFITS:
This is a responsible position, which offers an opportunity to fine tune clerical skills in a high profile office setting.

RESPONSIBLE TO:
Office Manager R'Lene Orr

TIME COMMITMENT:

Start date:	Ongoing
Length of service:	3-6 months (negotiable)
Work schedule:	Flexible within the 8 – 5 p.m. (M-Th) workday 12-5 p.m. M-Thursday Highest priority

**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**