**ASSIGNMENT TITLE:** ADMINISTRATIVE SUPPORTER  

**GOAL/PURPOSE:** Provides clerical support. Performs supportive clerical duties including data entry as well as light research, and other projects as assigned.

**SUPERVISION:** Public Services staff.

**TIME COMMITMENT:** One or two shifts per week, generally two hours. A commitment of three months.

**DUTIES:**
- Operating various standard office equipment such as copier/scanner, personal computer, telephone system, calculator etc.
- Preparing copies and other materials for library programs.
- The volunteer is regularly required to use hands to finger, handle, or feel, to hear, and talk.
- The volunteer is required to stand, walk, stoop, kneel, crouch or crawl.
- The volunteer must occasionally lift and/or move up to 25 pounds.

**QUALIFICATIONS:**
- Minimum age is 18.
- Knowledge and ability to use Microsoft Excel, Word and Outlook. Publisher, website, and photo editing experience a plus.
- Ability to communicate with the public and city departments in a professional manner.
- Ability to follow directions and ask questions.
- A criminal and driving record check is required for this position.

**TRAINING:**
- Training will usually take place at the event.