



CITY OF TUALATIN

VOLUNTEER ASSIGNMENT DESCRIPTION

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.