



Ramsey County Community Human Services - Volunteer Services Unit
160 East Kellogg Boulevard, Room 9800
St. Paul, Minnesota 55101-1494
Telephone: (651) 266-4090 Fax: (651) 266-4439

VOLUNTEER SERVICE DESCRIPTION

“Frequent Filer” (Office Assistant)

Purpose:

To provide supplementary and auxiliary clerical services to agency staff.

Duties/Responsibilities:

1. May include 1 or more of the following activities-

Organization of resource files

Telephone coverage

Organization of filing systems

Disposing of records by shredding

Typing

Photocopying

Filing

Assembly of information packets

Form completion

Mail handling

Data collection/entry

2. To maintain client confidentiality.

Qualifications:

1. Must be at least 16 years of age.
2. Ability to respect and maintain confidential information.
3. Ability to read and write in English.
4. Ability to follow verbal/written direction.
5. Ability to alphabetize.
6. Ability to operate office equipment such as a copy machine, fax machine, document shredder, multi-line telephone system, etc. Computer skills are desirable.
7. Cooperative attitude.
8. Willingness to learn new skills.
9. Must be punctual, dependable and reliable.

Time Commitment:

The minimal commitment for the Office Assistant position is a 3-month term. Scheduling is flexible within the regular business hours of the site location and is arranged with supervising staff.

Location:

Volunteers serving as Office Assistants may be placed in units within the Ramsey County Government Center East building, or at various community-based sites.

Supervisory Plan:

Office Assistant volunteers are under the direct supervision of his/her assigned staff person with additional support and guidance provided by the Volunteer Services Coordinator. The Volunteer Services Coordinator, in cooperation with other agency staff, will provide general orientation and position specific training.

Benefits:

- Opportunity to learn new skills, or to maintain existing skills.
- Sense of accomplishment and personal satisfaction.
- Opportunity for professional networking.
- Opportunity to make a contribution and make a positive impact on the services provided to the citizens of Ramsey County.
- Orientation and training.
- Reimbursement for mileage or bus fare.
- Reimbursement for parking expense.
- Meal allowance for shifts greater than 6 hours.
- Eligible to receive, upon request, 2 complimentary tickets (per month) to the Omni Theater at the Science Museum of Minnesota for the 6:00 p.m. show on the last Thursday of the month.