

**TOWN OF ADDISON  
VOLUNTEER JOB DESCRIPTION**

**JOB TITLE/ASSIGNMENT:** Office Clerk

**DEPARTMENT:** Various Town Departments

**JOB DUTIES:** Computer work, filing, organizing, making packets, data entry. Work involves professional skills in customer service and diplomacy.

**MINIMUM QUALIFICATIONS:**

Education - High School Diploma or G.E.D.

Experience - Two to four years experience working with computers and should have Excel experience.

Time Commitment – This position offers flexible day and hour commitments.

**PHYSICAL REQUIREMENTS:** Some light bending.

**WORK ENVIRONMENT:** Work is performed indoors in an office environment.

All volunteers will need to complete a registration form, liability release form, a confidentiality agreement form and a background check form. All volunteers must successfully pass an application and background clearance process.

The logo for the Town of Addison, featuring the word "Addison!" in a blue, cursive script font.The logo for the Addison Volunteer Program, featuring the word "advocates" in a blue, sans-serif font with a green checkmark above the 'v'. Below it, the text "THE ADDISON VOLUNTEER PROGRAM" is written in a smaller, blue, sans-serif font.