



**CITY OF ST. PETERS
VOLUNTEER OPPORTUNITY**

POSITION TITLE: City Clerk Assistant

DEPARTMENT: Staff Support Services

GENERAL STATEMENT OF DUTIES:

Under general direction, this individual will perform various clerical tasks.

ESSENTIAL FUNCTIONS:

Enter data to index legal documents.
Update ordinance index from City Clerk's agenda.
Enter older ordinance information.
File records.
Other clerical tasks as assigned.

STANDARDS:

Ability to alphabetize files.
Ability to deal with confidential information.
Ability to be accurate.
Regular and predictable attendance.
Ability to follow oral and written instructions.
Ability to establish an effective working relationship with staff.
Ability to safely and effectively operate assigned equipment.
Ability to perform effectively with interruptions and limited privacy.

MINIMUM REQUIREMENTS:

Must be 16 years of age or older.
Must have transportation to/from worksite.
Must be a U.S. citizen or lawfully authorized alien.

EQUIPMENT:

Computer, copier, and shredder.

DESIRED QUALIFICATIONS:

Previous clerical experience preferred.
Attention to detail.
Familiarity with word processing programs.

TIMES NEEDED:

One day a week, for 2-4 hours, preferably mornings.

LOCATION:

St. Petersburg City Hall

REPORTS TO:

Administrative Office Staff