



## **CITY OF ROSENBERG** **VOLUNTEER POSITION DESCRIPTION**

**VOLUNTEER OPPORTUNITY:** Clerical Assistant

**Department:** Municipal Court - Warrant Division

**Location:** City Hall, 2110 4<sup>th</sup> Street, Rosenberg, Texas 77471

### **ESSENTIAL JOB FUNCTIONS:**

- Provide courteous customer service when dealing with the public.
- Assist Warrant Division with mail-outs, notifications, and follow-up phone calls, and accurately updating database.

### **ADDITIONAL FUNCTIONS OF THE POSITION:**

- Perform other job-related functions as assigned.

### **Qualifications:**

Must be able to operate office machines, including personal computers and software, photocopiers, and scanners, as well as accurately record and transmit information. Demonstrate phone professionalism and courtesy with the public when gathering or communicating information.

### **Skills and Abilities:**

- Read, write and communicate effectively.
- Ability to accurately transmit and record information.
- Ability to be entrusted with confidential information.
- Ability to work with detail while maintaining a high degree of accuracy.

### **Physical and Mental Demands:**

- Stand, walk, see, hear, talk, write, walk, sit, stand; good manual dexterity and ability to stoop, kneel or bend. There could be some light lifting and carrying, as well.
- Read, comprehend, retain, and follow oral and written instructions; effectively communicate.

### **Requirements:**

- Minimum age: 18
- Time Commitment: Regular weekly preferred – Negotiable

### **Training:**

All necessary training will be provided.

### **Environmental Conditions:**

The volunteer will work in an office environment, and will have significant interaction with the public over the phone.

### **How To Apply:**

Complete a Volunteer Application Form and Consent form to Conduct a Criminal History Check – Visit the City's web site: [www.ci.rosenberg.tx.us](http://www.ci.rosenberg.tx.us) – or contact Volunteer Coordinator, City of Rosenberg, 2110 4<sup>th</sup> Street, Rosenberg, TX 77471 (832-595-3323) – [volunteer@ci.rosenberg.tx.us](mailto:volunteer@ci.rosenberg.tx.us)