

# SANTA ANA PUBLIC LIBRARY

## Volunteer Job Description

# Office Assistant

(Adult Services)

### Duties

Assists library staff with general clerical duties

### Qualifications

- Accurate typing speed of 45 words per minute
- Familiarity with Microsoft Word
- Familiarity with Excell
- Attention to detail and precision
- Ability to work independently
- Minimum age, 16 years

### Responsible To

Staff in Adult Services Office

### Responsibilities

- Accurately enters text for documentation
- Complete work in a neat and accurate manner with a minimum of distraction to others
- Fulfill agreed upon commitment, or give supervisor sufficient notice if unable to complete assignment

### Training Provided

- Orientation to the library
- Specific instruction on clerical duties

### Benefits of Volunteering

- Satisfaction of providing a much needed assistance to library staff
- Opportunity to meet and get to know people with similar interests
- Free library card

### Time Commitment

Minimum of thirty hours in six months

### Contact Person

Cheryl A. Eberly, Volunteer Coordinator  
714-647-5288, [ceberly@santa-ana.org](mailto:ceberly@santa-ana.org)

