

SANTA ANA PUBLIC LIBRARY

Volunteer Job Description

Office Assistant

(Circulation 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
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