



## **LAKE PARK COMMUNITY DEVELOPMENT DEPARTMENT VOLUNTEER OPPORTUNITY**

### **Clerical Services Provider**

This is a volunteer clerical position that will perform activities including:

- Filing
- Scanning
- Responding to records requests by making copies
- Retrieving and organizing files
- Answering phones
- Data entry on the computer
- Other tasks as needed

#### *Required Knowledge, Skills, Ability and Experience*

- Volunteers must be able to understand and operate computers, scanners and file organizers
- Volunteers need to be able to complete tasks with minimal supervision
- Volunteers are required to have strong organizational skills and the ability to pay close attention to detail

Applications may be obtained from, and must be submitted to, the Human Resources Department, Lake Park Town Hall, 535 Park Avenue, Lake Park, FL 33403. All applicants shall be subject to a criminal background check. Volunteer application forms may be downloaded from the Town's website at [www.lakeparkflorida.gov](http://www.lakeparkflorida.gov). Applications will not be accepted by fax or email. Phone: 561-881-3300. The Town of Lake Park is an Equal Opportunity Employer. A copy of the Town of Lake Park's EEOP Utilization Report may be obtained upon request.