



Job Description – Central Services Intern/Volunteer

Build your resume, gain experience, volunteer.

Function:

Assists in the provision of administrative support for the entire Office of the District Attorney and performs activities associated with supporting an imaging and records management center.

Key Responsibilities:

- Assist in the maintenance of physical and electronic files.
- Scanning and indexing of documents into the imaging system.
- Ensure documents are clear and indexed properly.
- Complete various Media upload tasks.
- Perform other duties as appropriate or necessary for the performance of the job.

Qualifications:

- High School Diploma or G.E.D. (minimum)
- Knowledge of routine software and business applications, including but not limited to, word processing, spreadsheets, presentation software, and databases.
- Strong organizational skills to complete multiple tasks.
- Ability to scan documents, record and deliver information, and follow oral as well as written instructions.
- Communicate clearly and concisely, both verbally and in writing.
- Ability to work in a team and production environment.

Supervision: Central Services Manager

Time Commitment:

- Applicant must be willing to commit to a minimum of 10 hours per week for 10 weeks.

Training and Support:

- New hire orientation
- On-the-job training.
- On-going support is provided by the Central Services Manager and Volunteer Coordinator.

Benefits:

- Will gain a greater understanding of the internal administrative workings of the District Attorney's Office.
- Will have further refined valuable administrative and clerical skills that can be carried into the future.