



City of Pacific Grove – Volunteer Program
300 Forest Avenue
Pacific Grove, CA 93950

VOLUNTEER JOB DESCRIPTION: City Records Retention Assistant

Department/Location	City Manager's Office
Purpose	Review and identify records through the City's Approved Retention Record Schedule and properly document the record's shelf-life (permanent to ready for destruction) accordingly.
Duties	<ul style="list-style-type: none">• Working with the City Clerk, have an understanding of the City's Adopted Records Retention Schedule.• Ability to identify records(s) through the City's Approved Retention Record Schedule.• Ability to categorize and document records for filing on the records destruction form. Incumbent may work with other departments helping them to identify permanent and records that need to be destroyed.
Qualifications/Skills	<ol style="list-style-type: none">1. Ability to work with others and independently and focus on task at hand.2. Ability to understand, to acquire the skill of records identification, and follow directions.3. Ability to understand and be able to identify records with proper training.4. Ability to ask questions of supervisor throughout the process.5. Ability to identify records in order to label them properly.6. Ability to have a very high level of detail and accuracy when documenting records for City Clerk's review and properly document records on the City's destruction form and in accordance with the City's approved Records Retention Schedule.7. Ability to maintain confidentiality.
Length of Assignment	This is a large and ongoing project and can be divided into several segments.
Time Commitment	Prefer 4 hour shift for minimum 8 weeks. Can be flexible in schedule. Would prefer someone with a commitment level due to initial training and basic oversight on the project. Depending upon the volunteer, more hours are needed due to the size of the project.
Supervisor	City Clerk

To apply for this volunteer position, please contact
Volunteer Program Coordinator
Phone: 831-648-3109
Email: pgvolunteers@ci.pg.ca.us
Or visit our website: www.ci.pg.ca.us/volunteer.htm

Revised 12/19/11