



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

VOLUNTEER JOB DESCRIPTION: Database Entry Person

Department/Location	City Manager's Office
Purpose	Database Entry
Duties	<ul style="list-style-type: none">• Accurately inputting data into database from various sources (paper or scanned documents).• Computer literate with a high level of ability working with Adobe Acrobat, Microsoft Word, Excel and Access Software.
Qualifications/Skills	<ol style="list-style-type: none">1. Ability to work independently and focus on task at hand.2. Possess a high level of detail and accuracy when inputting data.3. Ability to understand and follow directions.4. Strong computer skills.5. Excellent verbal and written communication skills.6. Ability to maintain confidentiality.7. Preferred, but not required, someone with knowledge of building a database in Access with relationships and creating multiple forms.
Length of Assignment	<u>Once database is created (or started)</u> , probably several months since there is several decades of entry.
Time Commitment	Prefer 2-4 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.
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