



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

VOLUNTEER JOB DESCRIPTION: Electronic Cataloging of Files

Department	City Manager's Office
Purpose	Maintain an electronic catalog of City files and assist in updating the records management system.
Duties	<ol style="list-style-type: none">1. Maintain a database resulting in a searchable electronic catalog of City files including but not limited to:<ul style="list-style-type: none">• Ordinances, Resolutions, Agreements• Deeds, Grant Deeds, Deeds of Trust, etc.• Archived City Council meeting materials2. Work with supervisor in keeping the records management system of cataloged files up to date.
Qualifications/Skills	<ol style="list-style-type: none">1. Good organizational skills2. Ability to work independently and to focus on the job at hand3. Able to understand and follow directions4. Strong computer skills5. Extensive knowledge of Microsoft Excel. Knowledge of Microsoft Access not required but is a plus6. Experience in researching, gathering and analyzing data7. Records management experience a plus8. Able to stoop, bend, reach overhead9. May need to move, lift, boxes and/or materials. Assistance is available for items too heavy to move on own
Length of Assignment	3-4 months, depending on amount of time required to complete the project
Time Commitment	Dependent on schedule but should be able to commit to no less than four (4) hours per week.
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

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