



SACRAMENTO COUNTY
DEPARTMENT OF

Health & Human Services

Ann Edwards-Buckley
Director

Tracy Herbert
Deputy Director
Financial & Administrative Services

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VOLUNTEER POSITION DESCRIPTION:

Clerical Assistant:

The Position: The Sacramento County Child Protective Services Program needs volunteers to assist in various bureaus such as Emergency Response, Kinship and Team Decision Making units performing clerical functions. Assignments include filing, pulling and purging closed files, closing out files in database, putting together program information folders, scheduling meetings, etc.

Location: 3331 Power Inn Road, Sacramento, CA 95826
3700 Branch Center Road, Sacramento, CA 95827
6015 Watt Ave, North Highlands, CA 95660

Hours: Volunteers are needed during Monday through Friday between 9:00 AM to 4:00 PM. Scheduling is flexible and we are willing to coordinate any amount of time the volunteer is able to work.

Minimum

Qualifications: Must be 18 years of age or older. It's great for retired individuals who just want to give their time to help. All volunteers must pass a criminal background screening. The volunteer must enjoy working in office environment. Attention to details and good organization skills will be helpful.

Benefits: Gain work experience or school credits, support foster children, provide a community service, work in a professional and team environment. Learn about Child Protective Services in Sacramento County. A performance evaluation and/or reference can be made available upon satisfactory completion of the assignment. Volunteers may also receive \$3.00 daily reimbursement for travel to and from the volunteer site (depends on funding availability).

To Apply: Complete a Volunteer Application or contact the Volunteer Services Office at 875-2027 for an application.

Questions? Tammy Liu, Volunteer and Student Intern Services Coordinator at (916) 875-2027

For additional information on this or other volunteer opportunities with the Department, please visit our website at <http://www.sacdhhhs.com> or call (916) 875-2027.

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