



SACRAMENTO COUNTY  
DEPARTMENT OF

# Health & Human Services

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## VOLUNTEER POSITION DESCRIPTION:

### **Clerical Assistant—IHHS Public Authority**

**The Position:** This position is located at the IHHS Public Authority Program. The Public Authority provides services to the Client Care Providers who work with clients of the Senior and Adult Services Division.

The Volunteer Clerical Assistant completes general office tasks including sorting and distributing mail, filing (numerical and alphabetical), photocopying, file searching, stuffing envelopes for big mail outs, some computer work (all skills levels accepted), some phone work at reception and making follow up calls to customers, and miscellaneous short-term projects.

**Location:** IHHS Public Authority is located at 3700 Branch Center Road, Suite A, Sacramento, CA 95827.

**Time Commitment:** Volunteers are asked to volunteer for at least six months and work a minimum of one half day per week. (4 hours). The office is open from 8 am to 5 pm, Monday through Friday.

**Minimum Qualifications:** Volunteer over the age of 18 must pass a criminal background check. Familiarity with general office practices, ability to work independently and in a team office environment, ability to follow directions, maintain confidential information, some computer experience a plus but not required. Volunteers should also have a genuine interest in serving the community.

**Benefits:** Some of the many benefits include meeting new people, working in a professional and friendly office environment, serving the community, exploring a new career, or earn school credit. Volunteers can receive an evaluation and reference upon request. A \$3:00 Stipend is also provided for travel to and from the volunteer site.

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

**Contact:** Jose Chacon, SAS Volunteer Coordinator, 874-9615.

*For additional information on this or other volunteer opportunities with the Department, please visit our website at <http://www.sacdhhs.com> or contact the Volunteer/Student Intern Services Office, 875-2027.*