



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—Public Conservator/Guardian Office:

The Position: The Public Conservator/Guardian Program provides services to the most vulnerable disabled adults in our community in the Mental Health Services Division.

The office needs volunteer to assist with general office tasks including answering and handling phone calls for the conservators. Will train to perform other routine clerical functions such as filing, photocopying, and some computer work (all skills levels accepted).

Location: 3331 Power Inn Road, Sacramento, CA 95826

Time Commitment: Required 3 months commitment of a minimum of two half days per week. (8 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. Good people and phone skills, ability to follow directions, maintain confidential information, some office experiences and basic computer experience are a plus but not required. Volunteers should also have a genuine interest in serving the community.

Benefits: Meeting new people, working in a professional and friendly office environment; to gain entry level office experiences; exploring a new career; earning school credit or just simply serving the community. Volunteers can receive an evaluation and reference upon request. A \$3:00 Stipend maybe provided 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.

Contact: Tammy Liu, Volunteer and Student Intern Coordinator, (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 contact the Volunteer/Student Intern Services Office, 875-2027.

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