

Brevard County Government
Public Works/Survey & Mapping Office
Survey Office Administrative Assistant

Volunteer Position Description

Location: The Survey and Mapping Office is located at the County Government Center, Suite A-220, 2725 Judge Fran Jamieson Way, Viera, FL 32940

Key Responsibilities:

- Scan and archive documents
- Create forms
- Daily labor entry
- Answer phones
- File management

Qualifications:

- Proficient in Microsoft Office Suite
- Excellent organizational, customer service and communication skills
- Basic typing/computer skills
- In-person meeting with County Surveyor
- Pass low-level background screening
- No survey or mapping experience is required for this position
- Excellent work ethic

Time Commitment: A minimum of 16 hours per week time commitment is required

Training & Support: All training and ongoing support will be provided by Survey and Mapping staff

Benefits: Gain valuable, real world experience in a professional setting ; enhance skills, knowledge and job qualifications.

Supervisor: Susan Jackson, County Surveyor