

Brevard County Government Volunteer Position Description

Title - Clerical Assistant/Budget Office

Location – County Government Center, 2725 Judge Fran Jamieson Way, Viera, FL 32940

Key Responsibilities –Scanning, filing, answering telephones, and document & records management.

Qualifications – Previous office experience; computer-literate with Word and Excel experience; excellent customer service and telephone skills; able to take accurate phone messages; attend in-person interview and able to pass low level background screening.

Training and support – Orientation to Budget Office policies and procedures, training and ongoing support provided.

Time commitment – 20 – 30 hours per week

Supervisor – Alphonso Jefferson, Department Director