

Volunteer Position Description

Title: Communications Service Tax Database Clerk

Purpose – Assist staff with ongoing updates to the Department of Revenue Communications Service Tax Database

Location – 9-1-1 Administration/Emergency Management, Government Center, C201, 2725 Judge Fran Jamieson Way, Viera, FL 32940

Duties – Research, update and maintain address ranges within the Communications Service Tax Database

Qualifications – Self-starter, basic computer skills, attention to detail, understanding of confidentiality issues

Time commitment – This is an ongoing assignment and flexible to the volunteer's schedule

Training/support provided – Written procedures for this assignment are available; training and ongoing support will be provided by 9-1-1 Administration staff

Supervisor & contact information – Regina Mahaney, 9-1-1 Database/Addressing Coordinator, 321-690-6846 or email: regina.mahaney@brevardcounty.us