

Brevard County Government/Natural Resources Management Office

Volunteer Position Description

Stormwater Assessment Clerk

- Assist staff with Access database data entry; retrieve, print, file property review information from a variety of applications such as: mapper aerials, property appraiser website comments, tax collector website data; scanning & sorting documents for records retrieval or destruction; and retrieving and filing documents and files by project name or ascending numerical order
 - Experience with Access extremely helpful though not required
 - Training provided
 - Hours are flexible once training is completed
 - Suitable for short term or ongoing involvement
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- Contact Valerie Carson-Citta, Accounting Clerk II, at 321-633-2014 or email at valerie.carson-citta@brevardcounty.us