

Brevard County Government/Public Works Department

Volunteer Position Description for Traffic Engineering Office Scanning Assistant

- Assist staff with a variety of records management activities
- Scan paper documents and forms into electronic format
- Review and proof read previously scanned files, checking for readability and legibility
- Other tasks related to records management
- Qualifications
 - Basic computer knowledge and keyboard skills
 - Attention to detail
 - Able to sit for extended periods of time
 - Able to lift approximately 10 – 20 pounds
- Orientation, training and ongoing support provided
- Minimum one - 4 hour shift once a week is required
- Hours are flexible and suitable for short term or ongoing involvement
- Contact Tracy Cafiero, 321-633-2077 or tracy.cafiero@brevardcounty.us, for more information