

Brevard County Government
Public Works/Traffic Operations Office

Volunteer Position Description for Office Administrative Assistant

Location: The Traffic Operations Office is located at 580 Manor Drive, Merritt Island, FL

Key Responsibilities:

- Data entry
- Assist with receipt entry into Excel spreadsheet
- Scanning and copying documents.

Qualifications:

- Basic computer and office equipment skills
- In-person meeting with Operations Office staff member
- Pass low-level background screening
- Excellent work ethic

Time Commitment: A minimum of six hours twice a week or more

Training & Support: All training and ongoing support will be provided by Traffic Operations office

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

Supervisor: Stacy Thompson, Secretary – Traffic Operations Office