



City of Pacific Grove – Volunteer Program  
300 Forest Avenue  
Pacific Grove, CA 93950

## **VOLUNTEER JOB DESCRIPTION:** Electronic Cataloging of Files

<b>Department</b>	City Manager's Office
<b>Purpose</b>	Create an electronic catalog of City files
<b>Duties</b>	<ol style="list-style-type: none"><li>1. Create a database resulting in a searchable electronic catalog of City files including but not limited to:<ul style="list-style-type: none"><li>• Ordinances</li><li>• Resolutions</li><li>• Agreements</li><li>• Deeds, Grant Deeds, Deeds of Trust, etc.</li><li>• Archived City Council meeting materials</li></ul></li></ol>
<b>Qualifications/Skills</b>	<ol style="list-style-type: none"><li>1. Good organizational skills</li><li>2. Ability to work independently and to focus on the job at hand</li><li>3. Able to understand and follow directions</li><li>4. Strong computer skills</li><li>5. Extensive knowledge of Microsoft Excel. Knowledge of Microsoft Access not required but is a plus</li><li>6. Experience in researching, gathering and analyzing data</li><li>7. Records management experience a plus</li><li>8. Able to stoop, bend, reach overhead</li><li>9. May need to move, lift, boxes and/or materials. Assistance is available for items too heavy to move on own</li></ol>
<b>Length of Assignment</b>	6-12 months, depending on amount of time required to complete the project
<b>Time Commitment</b>	Dependent on schedule but should be able to commit to no less than four (4) hours per week.
<b>Supervisor</b>	Deputy City Clerk

To apply for this volunteer position, please contact:

Lorrie Sizemore, Volunteer Program Coordinator

300 Forest Avenue

Pacific Grove, CA 93950

831-648-3109

[pgvolunteers@ci.pg.ca.us](mailto:pgvolunteers@ci.pg.ca.us)

Or by visiting our website at [www.ci.pg.ca.us/volunteer.htm](http://www.ci.pg.ca.us/volunteer.htm)