



COUNTY OF SAN BERNARDINO
HUMAN SERVICES
VOLUNTEER INVOLVEMENT PROGRAM



CFS Clerical Volunteer

The Job

To support office staff in a variety of clerical functions

Duties

- Answer telephones
- File alphabetically and numerically
- Assemble information packets
- Type (optional)
- Computer tasks (optional)
- Provide the public with information
- Use the copy and fax machines
- Take messages

Requirements

- Courteous and professional telephone etiquette
- File alphabetically and numerically
- Basic computer skills (optional)
- Adhere to confidentiality guidelines
- Use the copy and fax machines

Schedule

Both flexible and fixed schedules are available