



COUNTY OF SAN BERNARDINO  
HUMAN SERVICES  
**VOLUNTEER INVOLVEMENT PROGRAM**



**IHSS-PA Clerical Volunteer**

**The Job**

Support office staff in a variety of clerical functions

**Duties**

- File alphabetically and numerically
- Organize files
- Answer and make telephone calls
- Create flyers

**Requirements**

- Courteous and professional telephone etiquette
- File alphabetically and numerically
- Basic computer knowledge required to make flyers – otherwise optional
- Adhere to confidentiality guidelines

**Schedule**

Flexible