



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

VOLUNTEER JOB DESCRIPTION

Department	City of Pacific Grove
Program Name	Community Development Department (CDD)
Purpose	To reduce all paper files and store all hard copies onto computer software.
Duties	Scanning site plans, and other documents for data entry into software on computer.
Requirements	Scan large site plans and scan other documents within the department to software using plan scanner and upload the file into software on computer. Will need to be able to lift up to 20 pounds, bend over, reach above head, and use step ladder.
Qualifications/Skills	Able to use computer and login and utilize software to upload documents onto software storage. Familiar with office365 and scanning documents.
Length of Assignment	Until project is complete or the availability of the volunteer.
Supervisor	Andrew Butler, Code Compliance Officer
Contact	831-648-3116 – Andrew Butler – Main Line