



Volunteer Opportunities

Position:	Imaging/Back Scanning
Department:	Clerk of the Circuit Court Probate Department
Duties:	<p>The Probate Department needs assistance with scanning documents from a case file and linking the image to the Odyssey Case Management System. Your assistance will help reduce the wait time for individuals requesting copies for these cases.</p> <p>This is a great opportunity for anyone wanting to learn how guardianship cases are processed through the Probate Department.</p>
Office Location:	315 Court Street, Rm 106 Clearwater, FL 33756
Schedule:	Flexible to the volunteer's availability
Skills/Experience/Training needed:	Candidate must have basic computer skills and knowledge of standard office equipment
Facility Operating Hours:	Monday – Friday, 8:00 AM – 5:00 PM
Contact:	Karen Kelly at 727-464-3087 or email kkelley2@mypinellasclerk.org
How to Apply:	First contact the department to discuss the position. Then complete the brief volunteer application .

Thank you for your interest in volunteering for Pinellas County!