



Volunteer Opportunities

Position:	Project Specialist
Department:	Records Management, Clerk of the Circuit Court and Comptroller
Duties:	Have you ever wondered how government records are managed? Join the Records Management office and learn about the laws that govern records management and the processes involved in managing those records. Working alongside our Records Management staff, you will learn about what is involved in managing 44,000 cubic feet of paper records, how we convert paper records to electronic or microfilm format, processes used to run a darkroom, and what it takes to efficiently and effectively run a records management program.
Locations:	509 East Avenue South, Clearwater 14155 49 th Street North, Clearwater
Map:	gmap Clearwater location gmap 49 th Street location
Additional Information:	Work includes lifting/carrying boxes up to 30 lbs. and use of ladders in the Records Center.
Contact:	(727) 464-5555
Facility Operating Hours:	Monday through Friday, 8:00 AM – 5:00 PM