



Volunteer Opportunities

Position:	Volunteer Clerical Assistant
Department:	Tax Collector's Office
Duties:	This opportunity offers experience and exposure to Human Resources processes and documentation. You will work directly with the Staffing Coordinator, Human Resources Generalist and/or Senior Management of Human Resources. Position involves clerical support for Human Resources such as filing of new documentation, pay action forms, and various employee documents, plus light data entry and photocopying.
Office Location:	315 Court Street, 3rd Floor Clearwater, FL 33756
Schedule:	Flexible
Additional Information:	Attention to detail is a must. Need to have knowledge of business language, general office practices and equipment. Must have great typing skills, ability to work closely with others, sort files, and maintain confidentiality.
Facility Operating Hours:	8 AM – 5 PM, Monday through Friday
Contact:	Volunteer Services Office at (727) 464-8477
How to Apply:	Complete the brief volunteer application .

Thank you for your interest in volunteering for Pinellas County!