



ONGOING VOLUNTEER JOB OPPORTUNITY

JOB TITLE: Development Services Office Assistant

EXPECTED DUTIES: Assists in record keeping, scanning of maps, documentation, and filing

QUALIFICATIONS: Basic knowledge of office administration, computers, and office automation equipment

TIME COMMITMENT: 1-2 hours per week for 6 months or longer

BENEFIT TO CITY: Helps City organize its records of real property and developments

HOW TO APPLY: Fill out the Development Services volunteer application and return it to the Development Services Department. For more information contact Director Chris Phillips at 336-6214 or cphillips@mountvernonwa.gov