



## **VOLUNTEER POSITION DESCRIPTION**

### **General Records Management Support**

#### **Purpose/Objective**

Provide general office support for records management needs.

#### **Department/Division**

Administration Department

#### **Location of Volunteer Position**

Elk River City Hall  
13065 Orono Parkway, Elk River

#### **Key Responsibilities**

- File and/or scan into Laserfiche various department records into an organized file system.
- Transcribe old, handwritten minutes so they can be scanned and electronically searchable.

#### **Requirements/Qualifications**

- Ability to maintain orderly electronic scanning of records and work independently with minimal supervision.
- Basic computer skills.

#### **Time Commitment**

4-8 hours a week.

#### **Training/Support Provided**

Training with Laserfiche and scanning equipment provided.

#### **Benefits to Volunteers**

Opportunity to assist the city in moving to a paperless environment.

