



DESCRIPTION OF VOLUNTEER POSITION

Records Assistant
Various Departments, City of Bryan
Monday – Friday
Flexible Schedule between of 8:00 a.m. and 5:00 p.m.
(Hours may vary depending on department)

Duties:

- Collects, sorts, prepares and scans documents; labels and enter documents into the computer system; prepares files and forwards documents for recycling and/or shredding.
- Analyzes scanned documents for clarity and accuracy; rescans documents as needed.
- Assists with records management and retention projects which may include general filing, document shredding, and data entry or manipulation.

Qualifications:

- Ability to use Microsoft Office, scanning software and standard office equipment
- Maintain confidentiality of sensitive information
- Properly sort, prepare, and organize documents
- Must be 18 or older

Please contact Assistant City Secretary, Christina Cabrera at ccabrera@bryantx.gov or 979-209-5002 if you are interested.