

## **CITY OF LAKEWOOD COURT VOLUNTEER**

### **CLERICAL ADMINISTRATIVE SUMMARY**

These volunteer position duties vary. May include recording information to the court registry of action, data entry, filing, distributing mail, assisting with phone calls.

### **ESSENTIAL FUNCTIONS**

- Make computer entries to the court application (this is not required with all positions)
- Filing and mail distribution
- Assisting clerks with various counter duties
- Purging court files
- Scanning court files

### **PHYSICAL REQUIREMENTS**

Walking, sitting, bending and some standing

### **DAYS / TIMES**

Monday –Thursday 9 a.m. – 4:30 p.m. (flexible am & pm)  
2 to 4 hour shifts

**If interested please contact the Court for further information.**