



**CITY OF ST. PETERS  
VOLUNTEER OPPORTUNITY**

**POSITION TITLE:** Data Entry – Special Projects

**DEPARTMENT:** HES/Fleet Maintenance

**GENERAL STATEMENT OF DUTIES:**

Under general direction, this individual will enter data and assist in special projects for the Sustainability Specialist.

**ESSENTIAL FUNCTIONS:**

Data Entry  
Edit, file, copy, and assemble department materials  
Other tasks as assigned

**STANDARDS:**

Ability to alphabetize files  
Ability to deal with confidential information  
Ability to be accurate  
Regular and predictable attendance  
Ability to follow oral and written instructions  
Ability to establish an effective working relationship with staff  
Ability to safely and effectively operate assigned equipment  
Ability to perform effectively with interruptions and limited privacy

**MINIMUM REQUIREMENTS:**

Must be 16 years of age or older  
Must have transportation to/from worksite  
Must be a U.S. citizen or lawfully authorized alien

**EQUIPMENT:**

Copier, shredder, computer

**DESIRED QUALIFICATIONS:**

Positive attitude and passion for environment. Proficient with Access, Word and Excel.  
Experience with internet research and on-line data entry. Ability to edit and enter information.  
Specific environmental experience is not necessary.

**TIMES NEEDED:**

One day a week, for 3-4 hours

**LOCATION:**

Fleet Maintenance/HES Ops Building

**REPORTS TO:**

Sustainability Specialist