

## City of Lakewood Volunteer Job Description

**Department: Municipal Courts**  
**Division: Courts**  
**Committee: Administration**  
**Last Updated: Feb. 2013**



### Committee Leadership

Title: Lead Court Specialist/Volunteer Coordinator  
Name: Jo Donaldson  
Number: 303-987-7431  
Email: jodon@lakewoodco.org

### Committee Purpose

The administration committee's primary purpose is to support staff by assisting with varied clerical/administrative duties.

### Responsibilities

The committee volunteers are responsible for, but not limited to, recording information to the court of registry action, data entry, filing, distributing mail, and assisting with phone calls.

### Qualifications

Volunteer must be able to prove the ability to

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

### Age Requirement

The minimum age requirement for this committee is 18.

### Schedule

Monday – Thursday (9 am – 4:30 pm) 2 – 4 hours shifts with flexibility.

### Training

Training will be provided during volunteer hours by the volunteer coordinator or qualified volunteers. The training will be located at the Public Safety Building at the Municipal Court. Any follow up training will be administered as needed.

### Dress Code

The volunteers are required to dress in business casual attire.

### Work Environment

Indoors with a variety of walking, sitting, and some standing.

### Punctuality and Absenteeism

If the volunteer is going to be late or miss a scheduled assignment, they must contact Jo Donaldson directly at 303-987-7431. Please make contact within ½ hour prior to the beginning of a shift.