



**CITY OF
TUCSON**

VOLUNTEER OPPORTUNITY

Position Open: Monday, June 5, 2006, until sufficient applications received.

Position Title: Document Preservation Engineer

Department/Division: City Clerk – Elections and Records Management

Time Commitment: 4-6 Hours - One Day per Week (Mon – Fri, between 9 am – 4 PM)

Location: City Records Center – 4300 South Park Avenue (Free parking)

Report to: Lisa Cole – Records Manager
Debbi Al-Houssni – Election Specialist

Position Description: You will play an important roll in documenting and preserving the history of Tucson for future generations by preparing images of historical documents for preservation.

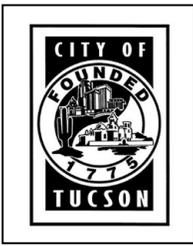
Duties: Scanning & Indexing documents; orient documents for optimal scanning resolution, create scanned image, perform quality check of scanned image, and name scanned image. Inventorying Files and Microfilm; enter data from files and microfilm boxes into an Excel spreadsheet. On the job training and attendance at an Archival Preservation techniques seminar, will provide you with the basic techniques required to preserve documents.

Qualifications: This candidate should have a passion for preserving history and a strong attention to detail. Candidates should be energetic and enthusiastic. Candidates should possess the ability to sit or stand for long periods of time and basic computer skills. Upon completion of training, Document Preservation Engineers will be knowledgeable about proper handling of historical documents and creating images of historical documents for preservation.

Application and Selection Process: We reserve the right to close this recruitment without prior notification. Please complete the Volunteer Application, available through the City Clerk's departmental website at www.tucsonaz.gov/clerks or by calling the City Clerk's Office, at 791-3221 or 791-3224. Applications will be reviewed and the most qualified will be selected for an interview. If you are invited to an interview and might require reasonable accommodation to participate, please advise City staff at the time you are contacted.

TO LEARN MORE: Debbi Al-Houssni 791-3221 Dalhoussni@tucsonaz.gov
Lisa Cole 791-3224 Lcole@tucsonaz.gov

APPLY: City of Tucson Elections Center
800 East 12th Street
Tucson, AZ 85719



**CITY OF TUCSON- CITY CLERK'S OFFICE
VOLUNTEER APPLICATION**

Position Applied for: _____

Name: _____

Address: _____ **City:** _____ **Zip:** _____

Home Phone: _____ **Cell Phone:** _____

Signature: _____

(I attest that all information below is accurate and true to the best of my knowledge)

1. Please list skills and experience that you possess which can be utilized in your volunteer service with the City Records Center Division of the City Clerk's Office. (Include education, work other volunteer experience, and training.)

2. Please list the hours you are available and the hours you prefer to do volunteer work at the City Records Center:

3. When would you be available to start volunteering with the City Clerk's Office?

4. How did you learn of this volunteer opportunity?

- Internet
- Employee notified me of opening
- I am a current/former employee
- PCOA
- Green Valley Library

5. Please list your Emergency contact:

Name: _____ Relationship: _____

Address: _____ Phone Number: _____

6. References: List two people, not related to you, whom you have known for at least one year:

Name: _____ Name: _____

Home Phone Number: _____ Home Phone Number: _____

Business Phone Number: _____ Business Phone Number: _____

Address: _____ Address: _____

City/State/Zip: _____ City/State/Zip: _____

7. Have you ever been convicted of any crime? Yes No

If yes, nature of crime, date, and location: _____

I hereby apply for work as a volunteer with the City of Tucson. I understand that I will be expected to follow established policies and procedures and a mutually acceptable work schedule for a minimum of four hours per week. I will promptly notify my supervisor if I am unable to work as scheduled.

Certification of Applicant: I hereby certify that all answers to the questions on this application are true, and I understand and agree that any misstatement or omission of material facts contained in this application may disqualify me for a volunteer opportunity.

Applicant's signature: _____ Date: _____

Mail Applications to: City Clerk's Office
P.O. Box 27210
Tucson, AZ 84726-7210