

**Bureau of Land Management-Eastern States  
GLO Systems Volunteer  
Description of Duties**

**Title:** GLO Systems Volunteer  
**Department:** ES-950  
**Reports to:** John Butterfield

**Position summary:** Provide support to the GLO Systems Manager with scanning and other duties as assigned.

**Primary duties:**

- Scans GLO documents
- Photocopying and filing
- Answers inquiries received via telephone, postal mail, and/or email
- Other tasks as assigned

**Qualifications and requirements:**

- Fingerprint and background check completed prior to start date
- Type 20 wpm
- Basic computer skills and/or good handwriting helpful
- Flexible to changing situation
- Reliable and responsible
- Able to work independently as well as in a group environment
- Able to accept supervision
- Ability to perform repetitive tasks and detail oriented
- Good organizational skills

**Physical abilities required:**

- None

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by a volunteer. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All volunteers may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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Volunteer Agreement Number	
Office	
Program	
Estimated Number of Volunteer Hours	