

**Bureau of Land Management-Eastern States  
Lands and Realty LR2000 Volunteer  
Description of Duties**

**Title:** Lands and Realty LR2000 Volunteer  
**Department:** ES-930  
**Reports to:** Steve Wells

**Position summary:** Provide support to the Lands and Realty staff with correspondence, database entry, and administrative duties.

**Primary duties:**

- Prepares or drafts routine correspondence, documents and/or other written materials
- Handles inquiries from and to Surface Management Agencies (SMA)
- Reviews case files and/or other related documents
- Inputs data into the LR2000 system and EOI
- Performs data cleanup in LR2000
- 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
- Must be age 16 or older
- 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	