

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

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

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

**Primary duties:**

- Prepares or drafts routine correspondence, documents and/or other written materials
- Reorganize and index Minerals tract books
- Compile and mail documents in preparation for oil and gas sales, including sale notices
- Copy, mail, and file results list of oil and gas sales
- Assemble conference room for oil and gas sales
- Reviews record title files
- Inputs data into various databases
- 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	