



Volunteer Opportunity:  
Department/Division:

**Scanner Assistant**  
Building Inspections/Neighborhood Services (BINS)

**Contact**

Malaika Marion 817-788-7311  
Managing Director/Community Services mmarion@hursttx.gov

**Location**

Hurst City Hall - BINS  
1505 Precinct Line Rd.  
Hurst, TX. 76054

**Qualifications**

Must have experience using computers (particularly scanning documents) and office equipment. Must be dependable. Must be able to dress in business casual attire and present a professional demeanor.

**Duties**

- A. Scan copies of certificate of occupancies and attach them to their related permit in our permitting software system.
- B. Possible assistance with other assignments within BINS.

**Requirements**

Minimum Age: 18  
Time Commitment: Hours can be arranged Monday through Friday from 8 a.m. to noon and from 1-5 p.m.  
No Criminal Record

**Training**

Minimum training will be provided

**Physical Demands**

See, hear, talk, write, walk, sit, stand, stoop, bend, squat, push, and pull.

**Mental Demands**

Must be able to understand the task assigned or ask for clarification and to work with little supervision.

**Environmental Conditions**

The volunteer will work indoors. High traffic and distractions in immediate area.