



ORANGE COUNTY
Human Resource Services
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<http://www.ocgov.com/hr>

INVITES APPLICATIONS FOR THE POSITION OF:

VOLUNTEER

SALARY
Biweekly

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THE POSITION



VOLUNTEER

The Orange County Employees Retirement System (OCERS) is accepting on-line applications for volunteers to temporarily-fill various positions throughout the organization. This is an unpaid opportunity that does not lead to permanent employment or include employee benefits

WHO ARE WE

Established in 1945, the Orange County Employees Retirement System (OCERS) provides retirement, death, disability and cost-of living benefits to retirees of the County of Orange and certain County districts. Serving approximately 43,000 members, OCERS is governed by a ten member Board of Retirement that is responsible for managing a \$15.7 billion dollar fund.

Volunteer Opportunity Overview

Under general supervision, volunteers will perform various basic administrative, clerical, office support and technical duties in support of a department within the capacity of an OCERS' volunteer. Volunteer hours will range from 16 – 25 hours per week and will require volunteers to possess various skill sets. Volunteers will have the opportunity to receive practical work experience and skill development while learning the various career areas, functions, operations and activities of a pension system. Volunteers may be assigned to any of the following areas: Member Services, Human Resources/Administrative Services, Finance, Investments, Legal, Communications, Information Technology, Cyber Security, Internal Audit or the Executive Office.

Example of Duties:

- Be inclusive and possess the ability to work well with people from diverse backgrounds.
- Ability to multi-task and be flexible when working on assigned projects and tasks.
- Responsible with the ability to follow directions and work independently.
- Ability to effectively communicate with others and work within teams.
- Perform administrative and technical assignments and tasks to assist departments and to receive on-the-job exposure to various government and pension issues.
- Collect, compile, describe, organize, analyze, interpret and present data and information related to assigned area.

- Assist in the coordination of data and materials for the department or section; consult with OCERS staff, consultants, governmental agencies and associations to obtain and distribute information and data.

Minimum Qualifications/Requirements:

- Must be at least 18 years of age.
- Commit to a minimum of 16 hours per week for 3 or more months. Flexible schedules are available, however, hours must be scheduled during normal business hours (Monday - Friday between 8:00 a.m. and 5 p.m.)
- Complete an online application and successfully pass an in-person interview.
- Successfully pass a Live Scan screening.
- Must have a positive attitude, willingness to learn and a desire to support the operations and functions of OCERS.

For additional information about this opportunity, please click [here](#).

Benefits to Volunteers:

Volunteers will be able to gain valuable job skills within a professional office setting. Whether you are new to the workforce or a retiree looking to give back, volunteers will have an excellent opportunity to build their resumes, develop career skills, apply previous knowledge and network with professionals in their fields of interest.

How to Apply

Only on-line applications with completed supplemental questions will be accepted.

To apply, all volunteer applications should include a copy of your resume and cover letter or letter of interest .

E-mail is the primary form of notification during the recruitment process. Please ensure your correct e-mail is on your application and only use one e-mail account.

It is recommended that you record or print your confirmation page, as this verifies receipt of your on-line application.

You may apply on-line at the OCERS website: www.ocers.org

ADDITIONAL INFORMATION

EMAIL NOTIFICATION: Email is the primary form of notification during the recruitment process. Please ensure your correct email address is included in our application and use only one email account. **NOTE: User accounts are established for one person only and should not be shared with another person. Multiple applications with multiple users may jeopardize your status in the recruitment process for any positions for which you apply.** Candidates will be notified regarding their status as the recruitment proceeds via email through the GovernmentJobs.com site. Please check your email folders, including spam/junk folders, and/or accept emails ending with "governmentjobs.com" and "ocgov.com." If your email address should change, please update your profile at www.governmentjobs.com.

FREQUENTLY ASKED QUESTIONS: Click [here](#) for additional Frequently Asked Questions.

EEO INFORMATION

OCERS, as an Equal Employment Opportunity employer, encourages applicants from diverse backgrounds to apply.

VOLUNTEER Supplemental Questionnaire

- * 1. Thank you for your interest in OCERS Unpaid Volunteer Program. Your completed response to these supplemental questions will be reviewed and used to determine your eligibility to move forward in the selection process. Responses should be thorough and specific, yet concise and succinct. A lack of adequate detail in the supplemental questions and in your application may result in failure or disqualification for this recruitment. Supplemental questions are designed to help you present your qualifications for an unpaid volunteer opportunity and will be reviewed based on the information you supply. By selecting yes below, you acknowledge that you have read and understand the application requirement.
- Yes No
- * 2. I understand this is an unpaid opportunity that does not lead to permanent employment or include employee benefits.
- Yes No
- * 3. This volunteer opportunity requires a minimum commitment of 16 hours per week for 3 or more months. Are you available to meet the minimum commitment required?
- Yes No
- * 4. Please list your availability. In your response, please include each day and the total daily hours you are available to volunteer. OCERS is open Monday - Friday, between 8 AM to 5 PM.
- * 5. Which option below best describes your highest level of education completed?
- High school/G.E.D
 Some college
 Associate's Degree
 Bachelor's Degree
 Master's Degree
 Doctorate Degree
 Juris Degree
- * 6. Please tell us why you would like to volunteer with the Orange County Employees Retirement System (OCERS)?
- * 7. Please indicate the department(s) you would like to volunteer.
- Human Resources/Administrative Services
 Member Services
 Finance
 Legal
 Information Technology
 Investments
 Internal Audit
 Communications

- Cyber Security
- Executive Office

- * 8. Please provide a summary of your professional experience in the area(s) you are interested in volunteering. If you do not have any professional experience, please indicate N/A.

- * 9. Please a summary of any skills and experience you may have for the department(s) you would like to volunteer.

- * 10. What do you hope to gain from your volunteer experience with OCERS?

- * 11. How did you learn about the Orange County Employees Retirement System Volunteer Program?

- * 12. All applicants will need to submit a resume and cover letter or letter of interest. I have attached the required documents to my application.
 Yes No

- * 13. I certify that all statements made in this Supplemental Questionnaire are true and complete to the best of my knowledge. I understand that any false statement(s) of materials facts or omissions may subject me to disqualification.
 Yes No

- * Required Question