

Eugene Police Department Volunteer Position Description

- Position:** Office Assistant-Operations Analysis Unit
- Location:** Eugene City Hall, 777 Pearl Street, Room 107
- Schedule:** Weekdays, 8am-5pm
- Commitment:** Minimum commitment is 3 hours/week for six months of service
- Supervision:** Donna Isadore, Senior Administrative Specialist
- Objective:** To assist the Operations Analysis Unit by entering unserialized stolen property into AIRS (Area Information Records System)

Description of Duties

- Review police reports and enter unserialized stolen property into the AIRS computer system

Requirements

- AIRS access, inquiry-only level.
- Ability to work with a high degree of accuracy and attention to detail
- Ability to learn and memorize property codes
- Keyboarding experience
- Skills in listening and communicating
- Willingness to conform to quality control of work and accept feedback
- Positive and supportive attitude with people of all backgrounds and abilities
- Supportive of philosophy of the Eugene Police Department and comfortable working within a police environment which sometimes involves people-related emergencies and crisis conflict management
- Ability to pass a police background check
- Commitment to comply with confidentiality requirements and police policies
- Minimum of 21 years of age

Training and Preparation

- Orientation with the Volunteer Coordinator and on-the-job training.

For additional information, contact Carrie Chouinard, Volunteers in Policing Program Coordinator at (541) 682-5355 or carrie.f.chouinard@ci.eugene.or.us.