

**Eugene Police Department
Volunteer Position Description**

Position: Police Training Section-Office Assistant
Location: Police, Fire & 911 Training Center - 1705 West 2nd Avenue
Schedule: 4 hours/week, 8am-5pm, Monday through Friday
Supervisor: Sergeant Scott Thomas and Program Coordinator Janet Kirsch
Objective(s): To assist the Training Section with day-to-day office and administrative tasks

Description of Duties

- Typing, copying, filing and distribution of a variety of materials
- Assisting with mail-outs
- Data entry and other computer work as needed
- Putting together information packets for various programs
- Scanning documents
- Editing and proofing
- Preparing letters and memos
- Assisting with special projects as needed
- Organizing the training library

Qualifications

- Good typing skills, with an emphasis on accuracy
- Strong attention to detail
- Ability to maintain attention to detail while doing repetitive tasks
- Skills in listening and communicating by telephone and in-person
- 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
- Minimum age: 19 years

Requirements

- Ability to pass a police background check
- Commitment to comply with confidentiality requirements and police policies
- Basic/intermediate level of computer knowledge/experience (i.e., Windows XP, Word, Excel, Access, Outlook)

Training and Preparation

- Orientation with the VIP Program Manager and on-the-job training

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