

**Eugene Police Department
Volunteer Position Description**

- Position:** Office Assistant-Public Information Office (PIO)
- Location:** 777 Pearl Street, Room 106
- Schedule:** Weekdays, 8am-5pm
- Commitment:** Minimum commitment is 5-10 hours/week for three months of service
- Supervision:** PIO Staff
- Objective:** To assist with day-to-day office and administrative tasks

Description of Duties

- Preparing news clippings, both print and electronic versions
- Typing, copying, filing and distribution of a variety of materials
- Data entry and other computer work as needed

Qualifications

- Experience with basic computer programs such as Microsoft Word and e-mail
- Intermediate level of computer knowledge/experience
- Good typing skills, with an emphasis on accuracy
- Strong attention to detail
- Ability to maintain attention to detail while doing repetitive tasks
- 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

Requirements

- Ability to pass a background check
- Commitment to comply with confidentiality requirements and police policies

Training and Preparation

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

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