

**Eugene Police Department
Volunteer Position Description**

Position: Office Assistant-Records Section
Location: 777 Pearl Street, Room 107
Hours of Operation: 24 Hours/Day, 7 Days/Week
Commitment: one 4-hour shift/week (limited weekend volunteer opportunities)
Supervision: Records Supervisor or Records Lead
Objective(s): To assist the Records Section with day-to-day office and administrative tasks.

Description of Duties

- Organizing, copying, filing of confidential police reports and tickets.
- Data entry and other computer work as needed.
- Filing case reports in City Hall archives.
- Assisting with purge of traffic tickets and/or police reports.

Qualifications

- Ability to maintain attention to detail while doing repetitive tasks.
- Positive and supportive attitude with people of all backgrounds and abilities.
- Willingness to collaborate with other volunteers and paid police staff.
- Capacity to work independently with limited close supervision.
- Supportive of philosophy of the Eugene Police Department and comfortable working within a police environment handling documents which are confidential and document crimes in Eugene.

Requirements

- Ability to pass a background check.
- Commitment to comply with confidentiality requirements and police policies.
- Willingness to conform to strict quality control of work and accept feedback.
- Ability to ask questions and seek clarification if unsure of task.
- Keyboarding, while not mandatory, will expand the range of assigned tasks.
- Capacity to put documents in numerical order.
- Ability to complete basic (Law Enforcement Data System (LEDS) certification.
- Minimum age to volunteer in the Records Section: 16 years

Training and Preparation

- Orientation with the Volunteer Coordinator or designee 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.