**VOLUNTEER POSITION DESCRIPTION**

**POSITION:** Administrative Assistant

**RESPONSIBLE TO:** CAPS Volunteer Coordinator and Direct Supervisor

**LOCATION:** Police Operations Center and all four substations

**GENERAL DESCRIPTION:**

Provide administrative support as needed to CSPD personnel.

**RESPONSIBILITIES:**

* Provide general administrative support including, but not limited to, data entry, filing, answering phones, typing, scanning, computer work, etc.
* Other duties as assigned

**TIME REQUIRED:**

* Assignments range from short-term (several hours or one-time projects) to longer term (several days per week)
* Volunteer shifts can be any time Monday – Friday from 8:00 am – 5:00 pm, with possible limited evenings and weekends

**TRAINING:**

* On-the-job training in each assigned department

**QUALIFICATIONS:**

* Age18 years or older
* Successfully pass background check
* Ability to sit at a desk for extended periods of time
* Ability to work independently
* Proficient in computer skills and Microsoft Office applications like Word and Excel (PowerPoint, Publisher, and Outlook are a plus)

**REQUIRED PRE-SERVICE TRAININGS AND AGREEMENTS:**

* Authorized Use Policy (AUP)
* Security Awareness Training (SAT) Agreement
* Volunteer Agreement and Release of Liability
* Volunteer Ethics Agreement
* Criminal Justice Information System (CJIS) Training

**BENEFITS TO VOLUNTEER:**

* Civic engagement
* Practical application of skills
* Meet new people in varied settings