**VOLUNTEER POSITION DESCRIPTION**

**POSITION:** Records & ID Administrative Assistant

**RESPONSIBLE TO:** Shift Supervisor, Records & Identification Section

**LOCATION:** Police Operation Center

705 S. Nevada Ave.

Colorado Springs, CO 80903

**GENERAL DESCRIPTION:**

Provide general clerical support to the Records & ID unit.

**RESPONSIBILITIES:**

* Data entry
* Filing
* Scanning
* Answering phones as required
* General duties as assigned

**TIME REQUIRED:**

* 2 – 4 hours per week (minimum)

**TRAINING:**

* On the job training provided by Supervisor or unit designee

**QUALIFICATIONS:**

* Comfortable answering phones
* Good knowledge of computers (applications to include Word, Excel, etc.)
* Proficient in office processes
* Detail oriented
* Typing skills

**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:**

* Enhance professional skills through participating in the operations of Colorado Springs Police Department Records & ID Unit.
* The satisfaction of supporting the Colorado Springs Police Records & ID Unit in achieving its overall goals of excellent customer service to both internal and external customers.