

VOLUNTEERS IN POLICING: OFFICE ASSISTANT
POSITION DESCRIPTION

Department: Police
Date: June 2021

Location: Dallas City Hall
Job Group: Volunteer

GENERAL PURPOSE

Volunteers in Policing (VIPs) donate their time and skills to assist the Police Department to better serve the community in which they live. Office Assistants support the Police Department with day-to-day office and administrative tasks.

SUPERVISION RECEIVED

Volunteers work under the general supervision Administrative Services Manager.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following list is not meant to be an exhaustive list of duties. Other duties may be assigned as needed:

Typing, copying, filing, and distribution of a variety of materials.

Assisting with mail-outs

Assisting with purging files and other related documents

Issuing dog licenses

Restocking office supplies for Records Unit and Squad Room

Data entry, retrieval and other computer work as needed

Making and answering phone calls as needed and assisting the public

Performing customer survey checks

Occasionally operating City vehicle for necessary transports, deliveries, or pick-ups

MINIMUM QUALIFICATIONS

Successful candidates must:

Be able to pass a background check and possess a valid driver license (exception granted for juvenile volunteers).

Be able to work quietly and independently in an office environment.

Support the Dallas Police Department and its mission, and maintain a professional and ethical demeanor while on and off duty.

Comply with confidentiality requirements and police policies.

Possess basic/intermediate level computer knowledge.

Possess good typing skills, with an emphasis on accuracy.

Possess the ability to effectively meet and deal with the public and communicate effectively verbally and in writing.

Volunteers must commit to volunteering a minimum of two hours per week for at least six months.

PHYSICAL DEMANDS / WORK ENVIRONMENT

While performing the duties of this position, the volunteer is frequently required to walk, sit, and talk or hear. The volunteer is required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The volunteer is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The volunteer must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The work environment characteristics described here are representative of those a volunteer encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is generally quiet.

SELECTION GUIDELINES

All of our volunteers must complete and submit a volunteer application and complete a background check and thorough orientation process.