

# **Murphy Police Department Volunteer Position Description**

**Position:** Administrative Services Volunteer  
**Location(s):** Murphy Police Department  
**Supervision:** Administrative Staff  
**Objective(s):** Front Desk, Police Records, Fingerprint Station and Police Supply Room

**Commitment:** Monday through Friday - 8:00 AM to 5:00 PM

## **Description of Duties**

Volunteer will be assigned to either the front desk reception area, police records, fingerprint station and or police supply room. Volunteer will be responsible for data entry, answering telephones, assisting walk-ups, filing, organizing, and inventorying the police supply room, ordering police equipment and other duties and assignments as necessary.

## **Requirements**

- Knowledge of Windows based computer programs
- Knowledge of IBRS/ICS software.
- Minimum age requirement is 18.
- Ability to fingerprint citizens
- Must provide a minimum of 12 hours or hours every month.
- Ability to operate equipment such as telephone and copy machine.
- Ability to lift, carry and move items up to 20 pounds.
- Positive and supportive attitude with people of all backgrounds and abilities.
- Capacity to work independently with limited close supervision.
- Graduation from the department's Citizens' Police Academy is highly recommended, but not required.
- Must be supportive of MPD, its mission, and comfortable working within a police environment.
- Willingness to conform to quality control of work and accept feedback.
- Ability to take direction and follow instructions given by paid staff.
- Commitment to comply with confidentiality requirements and police policies.
- Willingness to ask questions and seek clarification if unsure of task.

## **Training and Preparation**

- Participation in a 8-hour orientation class
- Participation in a fingerprint class
- IBRS/ICS training
- On the job training
- Other individualized training as needed.