



Volunteer Opportunity:
Department/Division:

Warrant Officer Assistant
Municipal Court

Contact

Malaika Marion 817-788-7311
Managing Director/Community Services mmarion@hursttx.gov

Municipal Court

1505 Precinct Line Rd.

Qualifications

Must be able to accurately follow instructions and read. The ability to work under minimal supervision is necessary. Must have experience using telephones and computers. Must be trustworthy and dependable.

Duties

- Assist the department in contacting persons with warrants over the phone
- Computer skills
- Filing and Data entry
- Shred documents
- Possible assistance in various other assignments within the Municipal Court

Requirements

Minimum age: 18

Time Commitment: 6-8 hours per week; Hours can be arranged Monday through Friday between 8 am and 5 pm

No Criminal Record: **An extensive background check will be conducted**

Training

Will be provided as needed

Physical Demands

See, hear, talk, write, walk, sit, stand; good manual dexterity required.

Mental Demands

Read, comprehend, retain, and follow oral and written instructions; effectively communicate.

Environmental Conditions

Volunteer will work inside and be protected from weather conditions; works in an office-type setting. Will have extensive interaction with the public over the phone.