



Volunteer Opportunity:
Department/Division:

Filing Assistant
Police Department – Accreditation

Contact

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Location

Police Department
1501 Precinct Line Rd.
Hurst, Texas 76054

Qualifications

Must be able to accurately follow instructions, read, sort, and file. The ability to work under minimal supervision is necessary. Must have experience using computers. The ability to understand accreditation standards is required. Must be trustworthy and dependable.

Duties

- A. Assist the department in filing paperwork
- B. Shred documents
- C. Possible assistance in various other assignments within the Police Department

Requirements

Minimum age: 18
Time Commitment: 3-5 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

Special Requirements

Physical Demands: See, hear, talk, write, walk, sit, stand, stoop, bend, squat, push, and pull; good manual dexterity required.

Mental Demands

Read and file, both alphabetically and numerically; comprehend, retain, and follow oral and written instructions; effectively communicate.

Environmental Conditions

The volunteer will work inside and be protected from weather conditions; works in an office-type setting. Will have minimal interaction with the public.