



Volunteer Opportunity:  
Department/Division:

Receptionist  
Police Department – Records Section

**Contact**

Malaika Marion  
Managing Director of  
Community Services

817-788-7305  
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**Location**

Hurst Police Department  
825 Thousand Oaks Dr  
Hurst, TX 76054

**Qualifications**

Customer service experience preferred. Applicants must have the ability to learn phone system and have basic computer skills. Must be trustworthy and dependable.

**Duties**

- A. Greet visitors
- B. Assist public with inquiries
- C. Perform other clerical support duties as needed

**Requirements**

Minimum age: 18  
Time Commitment: Minimum of 4 hours per week; Hours can be arranged Monday through Friday between 8 am and 6 pm  
No Criminal Record

**Training**

Will be provided as needed.

**Special Requirements**

Physical Demands: See, hear, talk, write, walk, sit, stand.

**Mental Demands**

Speak clearly, read and comprehend; comprehend, retain, and follow oral and written instructions; effectively communicate.

**Environmental Conditions**

The volunteer will work inside an office –type setting and be protected from weather conditions. Will have protected interaction with the public.