

EL PASO COUNTY SHERIFF'S OFFICE VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Range Assistant

SUMMARY OF FUNCTIONS: Assist the Range Master in a variety of functions, such as preparing, repairing and building targets, recording range scores, etc.

<u>ESSENTIAL JOB FUNCTIONS:</u>	<u>FREQUENCY</u>
1. Assist Range Master with the packing of used brass for shipment.	Occasional
2. Preparing and repairing targets.	Frequent
3. Running the target turning device.	Frequent
4. Recording range scores on qualifying cards.	Occasional
5. Receive range supplies such as ammo, targets and other equipment.	Occasional

OTHER JOB FUNCTIONS

Other duties as assigned.

QUALIFICATIONS

- Must be 18 years of age or older
- Must hold a High School Diploma or GED.
- Ability to work with others in sometimes stressful conditions.
- Must be able to lift up to 50 pounds.
- Must successfully pass a background investigation and computerized voice stress analysis exam
- Must possess a valid driver's license.
- Ability to perform the essential functions of the position.

LICENSES OR CERTIFICATES

None

ORGANIZATIONAL RELATIONSHIPS

Reports to: Range Master

Supervises: None

WORKING CONDITIONS: Work site is at the Public Safety Training Facility.