

EL PASO COUNTY SHERIFF'S OFFICE VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Clerical Assistant – Training Section

SUMMARY OF FUNCTIONS: Provide clerical assistance to the Training Section's Administrative Assistant.

<u>ESSENTIAL JOB FUNCTIONS:</u>	<u>FREQUENCY</u>
1. Provide filing, scanning, and data entry assistance.	Frequent
2. To fill-in for the Administrative Assistant during her absence.	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.
- Must be computer literate (minimal computer knowledge required).
- Must display excellent interpersonal skills.
- Must successfully pass background and computerized voice stress analysis exam.

LICENSES OR CERTIFICATES

None

ORGANIZATIONAL RELATIONSHIPS

Reports to: Training Section Administrative Assistant

Supervises: None

WORKSITE

Work is performed in the Training Section at the Office of the Sheriff.