FWS Student Assistant Job Description

Department: Police Services
Supervisor: Office Manager or Chief of Police

Job Title: Office Assistant II
Working Hours: Variable, to be assigned

Pay Level: 1 – 4 (dependent upon skills)
Hour Pay Rate: Dependent upon skills

Job Summary (purpose or nature of work):
Assist the Department of Police Services in various tasks / projects in the office or in the field.

Job Duties:
1. Receptionist duties: Greet and assist visitors; answer phones professionally; take accurate messages; place or route calls; assist with parking and patrol questions.
2. Assist Office Manager and Chief with tasks and projects involving Word, Excel, data entry, office organization, parking administration, and other duties as assigned.
3. Assist Patrol with traffic direction, parking, and crowd control for special events/other.

Required (or Preferred) Skills, Knowledge, and Abilities:
1. Excellent communication and organizational skills; able to anticipate project steps.
2. Proficient in MS Office Suite, especially Outlook, Word, Excel, and PowerPoint.
3. Neat, professional appearance; on time and ready to work at the start of each shift.
4. Able to pass Police / CSUM background checks (DMV, DOJ, FBI, good conduct, etc.)
5. Able to process sensitive information with professional tact and confidentiality.
6. Able to learn and communicate parking rules and regulations, and other guidelines.

Type of Supervision Required:
Direct Supervision: Student receives immediate, close and regular supervision.

Signatories below denote that this position description is an accurate statement of the duties and responsibilities assigned to this position.

Student’s Signature: ___________________________ Date: ___________________________

Supervisor’s Signature: ___________________________ Date: ___________________________