



**CITY OF ST. PETERS
VOLUNTEER OPPORTUNITY**

POSITION TITLE: Records Assistant

DEPARTMENT: Municipal Police Services (MPS)

GENERAL STATEMENT OF DUTIES:

Under general direction, this individual will perform various clerical tasks for the Police department.

ESSENTIAL FUNCTIONS:

Direct the public to correct area.
Call employees to notify them of visitors.
Other light clerical tasks as assigned.

STANDARDS:

Ability to deal with confidential information.
Ability to be accurate.
Regular and predictable attendance.
Ability to follow oral and written instructions.
Ability to establish an effective working relationship with staff.
Ability to safely and effectively operate assigned equipment.
Ability to perform effectively with interruptions and limited privacy.

MINIMUM REQUIREMENTS:

Must be 16 years of age or older.
Must have transportation to/from worksite.
Must be a U.S. citizen or lawfully authorized alien.

EQUIPMENT:

Telephone.

DESIRED QUALIFICATIONS:

Previous clerical experience preferred.
Ability to alphabetize.

TIMES NEEDED:

One day a week, for 4 hours.

LOCATION:

St. Peters Justice Center

REPORTS TO:

Office Staff