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## **Smithtown Police Department Volunteer Position Description**

**Position:** Property Control Unit Assistant

**Location:** 777 Apple Street, Room 107

**Supervision:** Property Control Unit Supervisor

**Objective(s):** To assist the Property Control Unit with day-to-day office and admin tasks.

**Schedule:** One 4-hour shift per week, weekday mornings

### **Description of Duties**

Assist with requests for disposition to officers  
Assist with purging property  
Assist in purging drugs  
Assist with auction transport  
Assist with moving property/evidence  
Assist with cleaning cage/warehouse

### **Qualifications**

Extensive computer skills  
Skills in listening and communicating, by telephone and in-person.  
Positive and supportive attitude with people of all backgrounds and abilities.  
Supportive of philosophy of the Anywhere Police and comfortable working within a public safety environment which sometimes involves people-related emergencies and crisis/conflict management. Must be willing to accept orders from others as necessary without question.

### **Requirements**

Computer experience including WordPerfect, e-mail, data entry, ability to learn AIRS.  
Ability to pass a background check.  
Commitment to comply with confidentiality requirements and policies governing police operations.  
Commitment to work one year, several hours per week. Scheduling times are flexible.  
18 years of age,

### **Training and Job Preparation**

Orientation with the Property Control Unit Supervisor (or designee) and on-the-job training. Reference and resource books/manuals are available and easy to access.

**KEY: Use this as an opportunity to outline and note any special requirements such as the ability to lift heavy items, stand for long periods of time, etc.**