

20th FSS CIVILIAN PERSONNEL OFFICE VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Civilian Personnel Assistant
ORGANIZATION: 20 FSS/FSMC
CONTACT PERSON: Civilian Personnel Officer
PHONE 895-2655
WORK LOCATION: Building #1118 (2nd Floor)
ADDRESS: 504 Shaw Drive, Shaw AFB, SC 29152-5028
HOURS NEEDED: Flexible
DAYS NEEDED: Monday – Friday

VOLUNTEER DUTIES:

1. Answer the telephone, refer customers to the appropriate staff member and take accurate messages
2. Assist with copies, collating and stapling of materials
3. General Office typing as needed
4. Provide administrative support to the CPO Director
5. Make copies as needed
6. Assist customers, screen clients
7. Help with maintaining the publications library

SPECIAL REQUIREMENTS:

1. Working knowledge of computers (Microsoft, Word, Excel, PowerPoint)
2. Customer relations
3. Exceptional telephone skills.

TRAINING:

1. Will train volunteer on office operations
2. One-on-one instruction from assigned staff

Signature of "Volunteer

Date

Signature of Volunteer Supervisor

Date