

20th FIGHTER WING

VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant for the Legal Office
ORGANIZATION: 20 FW/JA
CONTACT PERSON: MSgt Tracy Huffman
PHONE 895-1560
WORK LOCATION: Bldg 1118, Room 2025
ADDRESS: 504 Shaw Drive Shaw AFB SC 29152
HOURS NEEDED: Flexible
DAYS NEEDED: Monday – Friday

VOLUNTEER DUTIES:

1. Assist with answering the telephone
2. Assist with will executions, including signing as witness
3. Filing legal assistance cards, correspondence, and other documents
4. Typing
5. Copying
6. Shredding
7. Screening clients
8. Maintaining publications, documents, and Law Libraries
9. General office duties

SPECIAL REQUIREMENTS:

1. Working knowledge of computers (Microsoft, Word, Excel, PowerPoint)
2. Must have exceptional interpersonal skills and telephone etiquette. Good at dealing with customers and diverse groups of people
3. Must be able to keep confidences
4. Good organizational skills
5. Basic filing skills
6. General office skills
7. Familiar with military system and chain of command

TRAINING:

1. Will train volunteer on operation of office equipment to include: fax machine, copy machine, digital scanner, telephone operations
2. AFIs and handouts
3. One-on-one instruction as needed

Signature of Volunteer

Date

Signature of Volunteer Supervisor

Date