

Renton Police Department
VOLUNTEER PROGRAM JOB DESCRIPTION

- JOB TITLE:** **PAWNED PROPERTY ASSOCIATE**
- PURPOSE:** Assist in locating and tracking stolen property through pawn shop activity.
- DUTIES:** Research property crime adjudications.
- Maintain the Renton Police Department pawn shop “No Buy List”.
- Conduct pawn history checks.
- Contact local pawn shops to gather information.
- May enter/retrieve data from specific databases used to track stolen property.
- REQUIREMENTS:** Must be at least 18 years of age.
- Ability to use Microsoft Office tools, specifically Excel.
- Ability to conduct research using online databases.
- Basic computer skills
- Attention to detail.
- Ability to maintain confidentiality.
- Ability to learn ACCESS and pass Level 1 certification class.
- Ability to learn DISCIS.
- Good verbal and written English communication skills.
- Ability to successfully complete required background check.
- TIME REQUIRED:** Four hours per week. Shift schedules will be agreed upon by the volunteer and supervisor.
- COMMENTS:** A background check for a criminal record will be performed for all volunteers.
- Volunteers will be assigned to the Investigations Unit and will be responsible to the Property Crimes Detective-Sergeant.
- Any questions regarding this position please contact: Stephanie Hynes, Community Program Coordinator, 425-430-7519.