



# POSITION ANNOUNCEMENT

## *Watch Center Operator*

ROCIC announces an opening for the position of Watch Center Operator. ROCIC offers an excellent benefit package, including medical, vision and dental insurance, a 403(b) retirement program, and life and disability insurance. This is a non-exempt position.

Annual Salary: \$41,467 - ROCIC Salary Table GS 5, 4

### QUALIFICATIONS:

Education – Two (2) years college education or equivalent experience.

Experience – Two (2) years data entry experience. Strong familiarity with computer navigation and use of office productivity programs. Ability to type 60 WPM and enter data into a computer system quickly and accurately. Must be team-oriented and possess strong organizational and oral presentation skills. Ability to operate in a fast-paced environment providing support to law enforcement personnel.

### DUTIES:

Enters and edits information into computer systems with speed and accuracy.

Supports, monitors, sorts, and prioritizes intelligence and operational message traffic.

Effectively facilitates communications between law enforcement personnel and internal staff both verbally and through electronic mediums.

Prepares and verifies report requests.

Supports situational awareness within the law enforcement community.

Maintains high level of confidentiality when handling sensitive information.

Serves as backup for front desk duties.

Assists in accomplishing the goals and objectives of ROCIC and any other duties or projects assigned by the Criminal Intelligence Unit Manager.

**Candidate will be subject to:**

- Drug Testing
- Extensive Background Investigation
- Law Enforcement sensitive and potentially graphic or offensive material

ROCIC is an organization composed of criminal justice agencies in the southern United States working together to combat multi-jurisdictional criminal activities.

Position is located in Nashville, TN – ROCIC will not pay relocation expenses.

**ROCIC is an equal opportunity employer.**

**Interested candidates should submit a letter of intent and resume to [humanresources@rocic.riss.net](mailto:humanresources@rocic.riss.net) or mail directly to:**

**ROCIC  
Attn: Cristal Pierceall  
545 Marriott Drive, Ste 850  
Nashville, TN 37214**