



POSITION ANNOUNCEMENT

Clerical Assistant

ROCIC announces an opening for the position of Clerical Assistant. 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: \$31,208 - ROCIC Salary Table GS 4, 1

QUALIFICATIONS:

Education - High School graduate.

Experience – Must have proficient computer skills and be fluent in the use of Microsoft Office Suite tools. Must have excellent organization skills, strong interpersonal skills, and oral & written communication skills.

DUTIES:

Assists in general clerical functions of the Center to include data entry and correspondence within a law enforcement sensitive environment.

Enters and edits information into the computer system with speed and accuracy including services, inquiries, submissions, Investigative Results Reports, log files and phone tolls.

Prepares and verifies report requests.

Serves as backup personnel in monitoring deconfliction system.

Assists in communication of training class schedules and general Center information.

Moderates virtual meetings and training classes.

Answers multi-line switchboard and transfers calls as appropriate. Observes all security protocols.

Assists in meeting room and training setups with ability to lift and move objects up to 20 lbs.

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.

ROCIC is an equal opportunity employer

Interested candidates should submit a letter of intent and resume to humanresources@rocic.riss.net or mail directly to:

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