



# 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 to include familiarity of MS Office products, excellent organization skills, strong interpersonal skills, and oral & written communication skills.

### DUTIES:

Assists in general clerical functions of the Center.

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

Prepares travel comparisons.

Subject to law enforcement sensitive and potentially graphic or offensive material.

Responsible for assisting in the goals and objectives of the grant and any other duties assigned by the Criminal Intelligence Unit Manager.

### **Candidate will be subject to:**

- Extensive Background Investigation
- Drug Testing

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](mailto:humanresources@rocic.riss.net) or mail directly to:

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