



# POSITION ANNOUNCEMENT



## *Data Entry Operator*

ROCIC announces an opening for the position of Data Entry 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: \$31,208 - ROCIC Salary Table GS 4, 1 (2020 GS Table)

### QUALIFICATIONS:

Education – High School graduate.

Experience - Two (2) years data entry experience. Fundamental computer skills and basic understanding of programs and procedures. Ability to type 60 WPM and enter data into the computer system quickly and accurately.

### DUTIES:

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 all report requests.

Must be fluent in the use of Microsoft Office Suite tools and able to learn, comprehend, and utilize other law enforcement/emergency management databases as required.

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

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 or projects assigned by the Analytical Manager or the CIU 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  
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