



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: \$31,520 - 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 to include data entry and correspondence within a law enforcement sensitive environment.

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

Moderates virtual meetings and training classes.

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

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

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 or mail directly to:**

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