

Employer: Central Shenandoah Criminal Justice Training Academy
Position: Administrative Assistant
Location: Weyers Cave and Mt Crawford, Virginia
Job Status: Part Time / 30 hours a week
Salary/Benefits: \$20 an hour/ no other benefits are being offered.
Closing Date: Until filled

The Central Shenandoah Criminal Justice Training Academy, (CSCJTA) is seeking applications for the position of Administrative Assistant. CSCJTA is a full-service Training Academy certified through the Virginia Department of Criminal Justice Services. The academy services 58 law enforcement, jail/corrections, and emergency communication agencies.

Job Summary:

Tend to visitors and handle inquiries on the phone and in person. Supply information regarding the organization to the public, students, and staff. The hours for this position are 7:30 until 2:30 Monday through Friday. 1-hour unpaid lunch daily.

Major Job Functions:

The following is a summary of the major essential functions of this job. The incumbent may perform other duties, both major and minor, that are not mentioned below, and specific functions may change from time to time.

- Answer telephone, screen, and direct calls
- Take and relay messages
- Provide information to callers
- Greet persons entering Academy
- Direct persons to correct destination
- Handle inquiries from the public and customers
- Ensures knowledge of staff movements in and out of Academy
- General administrative and clerical support
- Prepare letters and documents
- Receive and sort mail and deliveries
- Assign students or instructors to dorm rooms
- Schedule appointments either manually or electronically
- Tidy and maintain the reception area
- Any additional duties at the discretion of the Academy Executive Director

Qualifications: The applicant must have at least a H.S. diploma. Some college and military experience preferred. The applicant must hold a valid driver's license and be able to obtain other required certifications within 12 months of hire. **Those applicants with background in the criminal justice field will be given priority.** Applicants should have knowledge of public relations, record keeping, as well as computer skills that include Word, Excel, Power Point and Access among others. Applicants should be able to participate and be able to successfully pass all testing conducted by CSCJTA.

The successful applicant must be of good moral character and pass a thorough background check which may include a polygraph examination, credit check and drug screen. The hiring process is extensive and could take up to several months.

The Central Shenandoah Criminal Justice Training Academy is an Equal Opportunity Employer.

Contact Information:

To apply send a detailed resume, cover letter by E-Mail to Assistant Director Steven Arney at sarney@cscjta.org. Resume's/cover letters/application accepted until filled

For more information, contact Steven Arney, Assistant Director at (540)234-9191

Applicant Checklist

****This list is for Applicant informational purposes only. ****

- Submit Resume with cover letter and application.
- If selected, Interview will be scheduled, usually occurs within a month.
- Applicants will be given a background questionnaire if selected from an interview, this usually occurs within a week of the interview.
- Conditional Offer of employment will be offered pending background Investigation. Background Investigation usually occurs within a week up to a month.
- While Background Investigation is being conducted other tests or examinations may occur to include Polygraph, Drug screen, or any other test deemed necessary.
- Formal Hire letter offered upon successful completion of background check. Upon acceptance of the Hire letter, a start date of 2 weeks is expected.