



CENTRAL SHENANDOAH CRIMINAL JUSTICE TRAINING ACADEMY

3045 LEE HIGHWAY, WEYERS CAVE, VIRGINIA 24486

Voice: 540-234-9191 Fax: 540-234-8211

Employer: Central Shenandoah Criminal Justice Training Academy
Position: Administrative Assistant
Location: Weyers Cave and Mt Crawford, Virginia
Job Status: Full Time / 40 hours a week
Salary/Benefits: \$34,000, Virginia Retirement System, Paid Health Insurance
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 59 law enforcement, jail/corrections, and emergency communication agencies.

Job Summary:

Tend to visitors and deal with inquiries on the phone and face to face. Supply information regarding the organization to the public, students, and staff.

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
- Deal with 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 in public relations, record keeping, as well as computer skills that include Word, XCEL, 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 Central Shenandoah Criminal Justice Training Academy is an Equal Opportunity Employer.

Contact Information:

To apply send a detailed resume, cover letter and attached application 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



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Application for Employment

PLEASE NOTE: It is important that you complete all parts of the application. If your application is incomplete or does not clearly show the experience and/or training required, your application may not be accepted. If you have no information to enter in a section, please write N/A.

Name and Address

Name (First, MI, Last)		Social Security Number	
Mailing Address			
City, State, and Zip Code			
Telephone		Alternate Phone	
If under 18, please list age		Email	

Job Type

Days/hours available to work							
D I have no preference.	D Mon.	D Tues.	D Wed.	D Thurs.	D Fri.	D Sat.	D Sun.
I am seeking a:		D Full-time job		D Part-time job		D Full- or Part-time	
How many hours can you work weekly?				Can you work nights?		Date available to begin	

Additional Information

Have you ever been employed by this organization in the past?		D Yes	D No
I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States.		D Yes	D No
Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony?		D Yes	D No
If Yes, please explain:			
Do you have a driver's license? D Yes D No		Driver's license number	Issued in what state?
Have you had any accidents during the past three years?			How many?
Have you had any moving violations during the past three years?			How many?

Education

School	Location (mailing address)	Years Completed	Major	Degree or Diploma
High School				

College or Business/Trade School

Military

Have you even been in the Armed Forces?	D Yes	D No	Date entered
Are you now a member of the National Guard?	D Yes	D No	Discharge date

Specialty

Work Experience

Please list ALL work experience beginning with your most recent job held. Attach additional sheets if necessary.

Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact this employer? Yes No

Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact this employer? Yes No

Work Experience (continued)

Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact this employer? Yes No

References

Please include name, phone number, and circumstances of your acquaintance. Exclude relatives and former employers.

1.

2.

3.

4.

I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that, should this application contain any false or misleading information, my application may be rejected or my employment with this company terminated.

Signature

Date