City of La Vergne

Administrative Assistant – Investigations

$17.35 - $20.11

This career opportunity features paid medical, dental, and vision for the employee and their dependents.

Apply at: jobs.lavergnetn.gov

Job Summary

Under the general supervision of the Criminal & Internal Investigations Lieutenant, this non-sworn position is responsible for all the administrative and secretarial operating functions of the Criminal Investigations Division personnel, including the Criminal Investigation Division and the Narcotics Division of the La Vergne Police Department. This is an administrative non-sworn support position in a highly confidential and sensitive law enforcement investigations work environment. Responsibilities encompass all the administrative operating functions of the Special Investigations Division at a very high level of competency.

Job Responsibilities

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Must be able to maintain confidentiality of all information he/she is exposed to as a result of being assigned to the CID.
- Must be able to create and maintain complex records.
- Must be able to collect and prepare data for reports.
- Must be able to transcribe and prepare rough and final drafts of letters and other written materials dictated by the CID/Narcotics Detectives, OR from tapes, telephone voice, audio CDs, videos, meetings, etc. Must be able to understand and carry-out oral and written instructions relevant to the position.
- Must be able to handle several assignments concurrently.
- Must be able to receive, track, record monetary payments, and properly document and account for confidential funds for CID/Narcotics.
- Must be able to keep accurate files and records.
- Must be able to ensure that all official records are complete and correct prior to filing and/or distribution.
- Must be able to answer incoming calls and take messages when appropriate, and schedule meetings.
- Must be able to independently set work priorities and coordinate them to meet specific deadlines in order to ensure an efficient and effective communication and work process.
Must be able to review all incoming correspondence, reports and other written materials and independently determine appropriate action; prepare and proof drafts, memos, and letters.

Must be able to inventory and order office supplies within the City of La Vergne policies and General Orders and procedures of the Department.

Must be willing to work other duties as assigned.

Works in conjunction with criminal investigators and other sworn members in regards to evidentiary matters and maintains confidentiality of investigations and information concerning suspects, defendants, etc.

Must be willing to work a five (5) day work week

All other duties as assigned

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**Job Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience:**

- Associate's Degree or equivalent work experience (year-for-year) required.
- Proficient with Microsoft Office Suite (MS Word, MS Excel, and PowerPoint) required.

- Applicants must be a minimum of 21 years-of-age.
- Must submit to and pass a medical physical examination, including drug screening, and submit to random drug screening upon employment, and a required psychological evaluation.
- Be a United States citizen.
- Clear an in-depth, extensive background investigation.
- Shall have a valid Driver License and must have a valid Tennessee Driver License by the date of employment in this position, with no history of serious driving offenses (e.g., D.U.I., Reckless Driving, etc.), suspensions, or revocations.
- Have no history of any felony arrest, and no misdemeanor arrest or charge involving moral turpitude.
- Must be willing to attend training in various law enforcement related support and administrative functions.
- Must have a minimum of two (2) years of experience as a legal secretary, law enforcement secretary or assistant, or other similar job where transcription of audio and/or video has been a primary duty, with little or no errors.

- Clerical/secretarial related courses preferred.
- Office administrative related courses preferred.
- Police administration/business related courses preferred.
- Computer related courses preferred.
KSA's -

General

- Knowledge of modern office practices and procedures
- Knowledge of budgetary practices and procedures
- Knowledge of the organization, function, goals and objectives of the Division
- Knowledge of current practices in the preparation of reports and correspondence
- Knowledge of the police department, rules, policies and procedures
- Skill in formulating ideas and presenting them in an effective manner
- Skill in handling inquiries and dealing with problems/challenges
- Skill in working with officers, detectives, and the public
- Ability to use independent judgment and discretion to analyze and solve problems
- Ability to gather and interpret a wide variety of information
- Ability to communicate orally and in writing
- Ability to plan, organize, and coordinate with other internal and external LPD staff
- Ability to analyze situations and written materials
- Ability to compose letters and other forms of correspondence
- Ability to maintain accurate records and files
- Ability to establish and maintain effective working relationships

Specific

- Ability to communicate with detectives, police officers, and citizens
- Ability to type 60 words per minute with a very low error rate
- Ability to file properly and retrieve files
- Ability to interpret computer data
- Ability to read and comprehend broad varieties of written materials

ADDITIONAL KNOWLEDGE, SKILLS, AND ABILITIES

- This position requires the employee to be an organized person who can meet time schedules, deadlines and maintains a very high level of personal integrity, have good judgment, be able to effectively communicate both orally and in written form.

- Possess the La Vergne Police Department’s Values on and off-duty, support the Mission and Vision of the Department, and interact with other employees in a manner conducive to good work performance and positive morale of the Department.
PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires sufficient personal mobility and physical reflexes that permits the employee to function in a general office environment. The position requires regular and various physical requirements including: lifting, moving, and handling objects up to 30 pounds; walking, standing, sitting, kneeling, bending, and stooping.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires sufficient personal mobility and physical reflexes that permits the employee to function in a general office environment.