



NORTHERN VIRGINIA CRIMINAL JUSTICE TRAINING ACADEMY

45299 Research Place • Ashburn, Virginia 20147-2600
(703) 729-4299 • Fax (703) 729-4634 • www.nvcja.org

JOB ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT (PART-TIME)

Tuesday - Friday, 9:00 a.m. - 2:00 p.m.

FLSA: Non-Exempt

The Northern Virginia Criminal Justice Training Academy (NVCJTA) provides basic and in-service training to law enforcement officers representing seventeen police departments and sheriff's offices in the region. The NVCJTA is seeking a motivated and engaged professional to join our staff as a part-time employee in the position of Administrative Specialist.

GENERAL DESCRIPTION OF POSITION:

Under direction, the purpose of the position is to perform a variety of administrative, fiscal, and personnel tasks. A person in this position is responsible for purchasing supplies and equipment, monitoring, ordering, receiving, and distributing office and classroom supplies, maintaining the Academy's filing systems, and backup for the budget specialist. The employee in this position is often privy to confidential information and is entrusted with and expected to keep it confidential. Also, performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Has working knowledge of principles and practices of office management and the equipment used, including personal computers.
- Has working knowledge of the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position.
- Shares knowledge with managers, supervisors, and co-workers for mutual benefit.
- Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships with internal and external partners, and with other entities with whom position interacts. Tactfully and effectively handles requests,

suggestions, and complaints to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

- Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time management methodology.
- Estimates expected time of completion for work elements and establishes a personal schedule accordingly.
- Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.
- Adheres to all established safety and housekeeping standards, to include regulatory entities.
- Keeps all matters pertaining to the operation of the Academy, including fiscal, personnel, managerial and administrative matters, in confidence.

ESSENTIAL FUNCTIONS/ILLUSTRATIVE DUTIES:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed if such functions are logical and relevant to the position.

- Assists with projects as directed by the Executive Director and/or Executive Board members working through the Executive Director.
- Assists Executive staff (Executive Director and Deputy Directors) with various duties and projects.
- Communicates with Executive Board members for a variety of initiatives such as, but not limited to surveys, collecting data for reports, and other functions.
- Attends meetings to record and transcribe minutes of Executive Committee and Academy Board meetings.
- Arranges food and beverages as needed for the Executive Committee, Board of Directors, and other meetings. Purchases needed supplies for meetings, as necessary.
- Serves as the Academy's initial point of contact for administrative matters pertaining to personnel, supplies, and equipment.
- Purchases, receives, and distributes Academy supplies and equipment.

- Assists with preparing and tracking purchase requests/orders and other fiscal-related issues in coordination with the Budget Specialist and/or Deputy Director – Administration.
- Assists in making travel arrangements for staff.
- Assists with recruit graduations and its administrative related functions.
- Orders plaques or awards for recruit graduations and other acknowledgments.
- Creates recruit graduation programs and certificates.
- Maintains Academy database distribution and phone lists.
- Processes incoming and outgoing mail.
- Maintains the physical appearance and orderliness of the NVCJTA Media Room, Board/Conference Room, and other areas.
- Maintains photocopiers and other office equipment, reports malfunctions to the vendor.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Travels to Falls Church City Hall to conduct Academy fiscal and personnel business.

MINIMUM TRAINING AND EXPERIENCE

Some college coursework preferred but not required; one (1) to three (3) years previous experience and/or training that includes administrative work and some accounting related duties; or an equivalent combination of education, training, and experience. Must be proficient in Microsoft Office programs, including Word, PowerPoint, Outlook, Excel, and Publisher.

SPECIAL REQUIREMENTS:

- Must possess a valid driver's license from your state/district of residence.
- Must successfully complete a character background investigation.

- Must have never committed, been involved in, or been convicted of, a felony or serious misdemeanor; must be of good character and reputation.
- Must be able to perform essential job functions (reasonable accommodation may be granted on a case-by-case basis).

SALARY AND BENEFITS:

The salary range for this position is from \$20,800 to \$26,000 depending on qualifications and experience. This is a part-time/permanent position, which offers optional benefits package, including limited life and health insurance, vacation and sick leave accrual, and retirement benefits.

This position will typically follow a four-day-per-week schedule, Tuesday - Friday, 9:00 a.m. - 2:00 p.m. All NVCJTA buildings and facilities are smoke free.

TO APPLY:

Resumes and cover letters may be submitted by mail or e-mail and will be accepted until the position is filled.

Email address: jobs@nvcja.org

Mailing address: Northern Virginia Criminal Justice Training Academy

45299 Research Place

Ashburn, VA. 20147-2600

Attn: Mr. Jeff Mees

REASONABLE ACCOMODATION:

Applicants with disabilities may request reasonable accommodation during the job selection process. This request should be in a timely manner to the NVCJTA and may include an alternate format application or other accommodation at the mutual agreement of the Academy and applicant.

EQUAL OPPORTUNITY EMPLOYER:

The Northern Virginia Criminal Justice Training Academy does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.