



Gulf Coast ***High Intensity Drug Trafficking Area***

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Employment Opportunity

CLERICAL ASSISTANT

Gulf Coast High Intensity Drug Trafficking Area
Salary \$31,200 (\$24,000 salary/\$7,200 benefit package)

Closing Date: March 13, 2019

Position Announcement

The Gulf Coast HIDTA (GC HIDTA) is a drug enforcement grant program operating under the auspices of the White House Office of National Drug Control Policy (ONDCP). The GC HIDTA encompasses designated counties/parishes across the six states of Alabama, Arkansas, Florida, Louisiana, Mississippi, and Tennessee. The GC HIDTA operates under the direction of an Executive Board. The Executive Board is served by the GC HIDTA Executive Director and his staff who implement policies and program guidance as directed by the Executive Board and the ONDCP National HIDTA Program Office.

This position was established by the GC HIDTA Executive Board, but is subject to an annually renewable federal grant from ONDCP. The position is based in Shreveport, Louisiana and the person selected will become a contractor of the Jefferson Parish Sheriff's Office, which serves as the primary fiduciary of the GC HIDTA. The hired party shall be selected by the GC HIDTA Executive Director and will report directly to the Executive Director or his designee. Applicants are required to submit a resume and may be required to travel to the GC HIDTA at their own expense for an interview.

Position Summary:

This position requires the incumbent to receive, screen, and respond to visitors or telephone calls from a wide variety of high-level government and non-governmental officials as well as the general public. In addition, the incumbent will receive and review all correspondence directed to the Intelligence Coordination Network office. Applicants must possess skill in

typing (at least 40 wpm) and have the ability to type from rough drafts, oral instructions or previous examples, a variety of letters, memoranda, reports in final form assuring accuracy, correct punctuation, grammar, capitalization, spelling, proper arrangement, format and routing. The clerical assistant also maintains files such as chronological, personnel, etc. and establishes new files as necessary. In addition to extracting required background material from office files, the clerical assistant controls all documents for the group, assuring that deadlines are met, and maintains suspense files and follows up on action items. The incumbent makes tentative appointments, travel arrangements for the supervisor and staff, and maintains a complete calendar for supervisor including the scheduling of appointments, meetings, and conferences. The clerical assistant is required to perform such other duties as may be assigned for the effective and efficient operation of the office which may entail research and writing, and a fundamental understanding of intelligence gathering methods/processes.

Duties:

- Deals tactfully and courteously and communicates effectively with people at all levels.
- Independently composes and prepares non-technical correspondence.
- Prepares a variety of recurring and nonrecurring correspondence, reports, and other documents from information obtained from staff, files, and other sources.
- Establishes and maintains subject matter files and maintain record of a detailed nature.
- Utilizes word processing software on a daily basis to create, copy, edit, store and retrieve a variety of documents.
- Controls and tracks all office files and documents including correspondence, assuring deadlines are met.
- Utilizes database programs for use on a desktop personal computer for composition, analysis and information resource management purposes in support of duties.
- Learns, understands, and applies agency procedures and policies.
- Performs other duties as directed by the GC HIDTA Executive Director.

Qualifications:

- Knowledge of grammar, spelling, capitalization, and punctuation.
- Knowledge of format and clerical procedures used in typing a variety of materials; i.e. letters, memoranda, and reports.
- Knowledge and skill in operating computers and software including Windows, Microsoft Word, Excel, PowerPoint, and Access.
- Ability to grasp a fundamental understanding of intelligence gathering methods and processes.

- Ability to communicate both orally and in writing in order to read and relay material clearly and accurately.
- Ability to perform a wide range of administrative functions and determine priorities.
- Ability to type at least 40 wpm (typing test required).
- Must be able to obtain appropriate security clearance.

How to Apply:

Interested applicants must submit a detail resume and cover letter which includes the following:

- Education, experience, and training completed.
- Positions held and dates of employment.
- Size and scope of managerial positions held.
- Level and scope of responsibilities per position.
- Personnel supervised; number and rank.
- Program administrative experience.
- Systems management/technology experience.
- Names and contact information of three references.
- Any work-related or other experiences which demonstrate aptitude or proficiency to complete stated job duties included in this announcement.
- Earliest available start date.

Interview and relocation expenses are not reimbursable.

The aforementioned documents must be submitted in PDF format and emailed to: Director@gchidta.org no later than March 13, 2019, A return email will be sent to each candidate acknowledging receipt of their package.

Any questions pertaining to this job announcement can be directed to the aforementioned email address.

Selection will be made without regard to race, gender or nationality.