

**ROCKY MOUNTAIN HIGH INTENSITY DRUG TRAFFICKING AREA
(Rocky Mountain HIDTA)
Denver, Colorado**

**Executive Assistant
Non-Managerial position**

JOB DESCRIPTION

POSITION: Executive Assistant
THIS IS A CONTRACT POSITION
Must pass a security background clearance

SALARY RANGE: \$63,547 - \$74,880

CONTACT INFORMATION: Financial/Office Manager Vivian Taylor
Rocky Mountain HIDTA
303-671-2180 ext 225
vtaylor@rmhidta.org
Application Deadline: 2/16/2018

MINIMUM QUALIFICATIONS:

Education/Experience

- High school diploma or GED required and experience equivalent to the technical and behavioral competencies listed below.

Technical Competencies to Include:

- Type 60 wpm.
- Transcription with knowledge of grammar, spelling and punctuation.
- Knowledge of Microsoft Office and software pertinent to job performance.
- Research and prepare reports.

Behavioral Competencies to Include:

- Ability to work independently, multi-task, prioritize, and problem solve.
- Maintain confidentiality while demonstrating a positive and professional manner.
- Ability to professionally interact with the public as well as executive and line level criminal justice personnel.

WORKING CONDITIONS: Normal office environment. May require some travel.

SOME DUTIES AND RESPONSIBILITIES:

- Answers multi telephone lines and handle a variety of caller needs.
- Identifies and greets guests.
- Set up and take minutes for a variety of meetings.
- Transcribes, types and distributes a variety of correspondence.
- Maintains filing systems.
- Responsible for communication via e-mail to a large base of individuals.
- Responsible for staff projects and completion in a timely manner.
- Responsible for scheduling and travel arrangements