

**McLennan Community College  
VACANCY ANNOUNCEMENT**

**POSITION TITLE: ADMINISTRATIVE ASSISTANT, LAW ENFORCEMENT ACADEMY**

**DIVISION:** Instruction & Student Engagement

**SALARY GROUP:** Non-Exempt

**HOURLY WAGE:** \$14.34

**Submit the following:**

Online Employment Application

Resume

KSA Statement\*

Copy of High School/GED Transcript

**Application will not be considered until ALL required documents are received.**

**\*\*\*\*POSITION OPEN UNTIL FILLED\*\*\*\***

**LOOKING FOR INDIVIDUALS WHO EXEMPLIFY OUR COLLEGE VALUES:**

**Communications:** We will be open and courageous in our communication with students and with one another. We will communicate decisions and the reasons for them. **Excellence:** We will strive for excellence in all that we do. We will actively plan for the future, seeking new and innovative ways to accomplish our mission. **Inclusiveness:** We will seek to appreciate and understand our students and each other, actively seeking different viewpoints. We will work to create a welcoming environment where our diverse community of students and employees learn, teach, and work together. **Integrity:** We will work with the highest level of integrity, taking responsibility for all of our actions. We will tell the truth and seek to be fair in our decision-making and actions. **People:** We will be honest, humble, respectful, and gracious to our students and to each other. We best serve our students, colleagues, and community when we work as a team.

**GENERAL POSITION DESCRIPTION:**

This position provides clerical and administrative assistance to the instructors, students, and visitors of the Law Enforcement Academy by performing a variety of secretarial responsibilities. Support the Sr. Administrative Assistant of the Emergency Services Education Center with additional tasks upon request. This position reports to the Coordinator of the Law Enforcement Academy and exercises no supervision. **NOTE:** This is a security sensitive position, and an appropriate background investigation will be made on applicants being strongly considered for this position.

**MINIMUM QUALIFICATION REQUIREMENTS:**

**Education:** High School Diploma or GED.

**Experience:** Some professional work experience in an office environment.

**SELECTION CRITERIA:**

**\*Attach a brief statement addressing how you acquired each of the following Knowledge, Skills and Abilities through your education, personal experience or previous employment. Knowledge of:** 1. English usage, spelling, grammar, and punctuation. 2. Accounts receivable relating to invoices and receipts of money. 3. Texas Commission on Law Enforcement rules and regulations. 4. Law Enforcement department accreditation rules and regulations. 5. FERPA regulations. 6. federal and State laws and college policies. 7. Operating various electronic equipment, such as computers, scanners, copiers, recording devices, etc. 8. Budgeting practices. **Skills in:** 9. Organization. 10. Customer service. 11. Time management. 12. Technical writing, report writing and editing. 13. Record keeping and records management. 14. Researching, analyzing and interpreting federal, State and organizational regulations. **Ability to:** 15. Communicate effectively both orally and in writing. 16. Quickly learn and implement usage of complex data-systems and procedures. 17. Protect sensitive and confidential information. 18. Develop and maintain positive working relationships with co-workers.

**WORKING CONDITIONS:**

Sedentary-Desk work; occasional field trips e.g. for college or program activities. Minimal Hazard/Exposure-Standard office setting. At least minimal environmental controls are in place to assure health and comfort.

**BENEFITS:**

Health Insurance, retirement plan, sick leave, vacation, holidays. Eligible employees and dependents may take college courses tuition free. Participation in Medicare Part A, but not Social Security (FICA).

**APPLICATION PROCESS:**

Interested and qualified applicants should submit application materials to: <https://www.schooljobs.com/careers/mclennan>. **NOTE: Finalists may be asked to participate in an in-basket exercise.** MCC uses E-Verify to confirm the employment eligibility of all newly hired employees. For more information visit [www.dhs.gov/e-verify](http://www.dhs.gov/e-verify). Please feel free to contact this office regarding the status of your application.