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The City of West Point currently has the following position open:

## **CID Administrative Assistant**

The City of West Point Georgia is looking for a motivated individual to join a diverse mission-focused team. If you have experience in court process, case preparation, property & evidence and are looking to expand your career and professional growth, West Point is the right place for you. You will be part of a fast-paced team that is ever changing and ever growing to meet the needs of the community and the agency. If you are looking for an opportunity to work in a robust, fast paced setting join the West Point team.

### **JOB DESCRIPTION**

The Criminal Investigations Administrative Assistant is a non-sworn/civilian assignment within the Police Department who answers directly to the Sergeant of Investigations or the Division Commander. Primary duties include acting as a liaison between judges, attorneys, police officers and other court personnel to ensure cases move through the system quickly and efficiently. This is done by compiling information, preparing reports, and completing tasks with short deadlines. Among these duties, the Criminal Investigations Administrative Assistant will also log and maintain evidence and property that is seized or held by the department until the final disposition. Other duties may include networking with other agencies to further the mission of the department as well as building/maintaining professional relationships.

### **MINIMUM QUALIFICATIONS**

If you are up to the challenge of this position it is important that you meet some minimum requirements that will provide you with opportunities for success. A minimum of 21 years of age with at least 1 year experience in an office/clerical setting. Must have knowledge commonly associated with the completion of a Bachelor's degree or equivalent, or an experience level that sufficiently demonstrates competency. Must also have certifications in the area of Property and Evidence processing or the ability to obtain these certifications. Lastly, must not have any felony convictions or any misdemeanor convictions of a high and aggravated nature.

The City of West Point is a small city known for doing big things and a diverse, well-trained Police Department is a key element of our success. The salary for this position is \$18.31 per hour plus overtime and other incentives. If you are the right person for this job, please submit your application by mail or email to LaSheika Ward, Personnel Director. If you have questions concerning the job, call LaSheika at 706-645-3501.

**Resumes and applications will be accepted until April 6, 2024**

**Applications should be submitted to:**

**LaSheika Ward  
City of West Point  
Human Resources  
730 1<sup>st</sup> Avenue  
West Point, GA 31833  
706-645-3501**

[lasheika.ward@cityofwestpointga.com](mailto:lasheika.ward@cityofwestpointga.com)

\*\*The City of West Point is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability. The hiring authority will only contact those individuals deemed most appropriate for the position. Letters will not be mailed to individual job applicants\*\*