



TENNESSEE DISTRICT ATTORNEYS GENERAL CONFERENCE

STEPHEN D. CRUMP • EXECUTIVE DIRECTOR

Career Employment Information

The District Attorney's General Conference Office is an equal opportunity employer accepting applicants from all experience levels. All applicants must provide a resume, cover letter, and signed application to be considered. Please contact the appropriate member of our Staff for all inquiries. All applications will be forwarded to the hiring committee.

It is the policy of the District Attorney's General Conference to prohibit discrimination in matters of recruitment, employment, training, promotion, wages, and discipline on the basis of race, ethnicity, color, gender, sexual orientation, age, religion, national origin, marital status, family status, height, weight, disability, veteran status, genetic status, or any other legally protected status in accordance with all federal, state and local laws and regulations. The District Attorney's General Conference Office will take affirmative action to ensure the fulfillment of this policy.

All staff with the District Attorney's General Conference provides key roles throughout the office to assist in the functioning of the 32 District Attorney Generals Offices.

TO APPLY:

For All Positions:

- Submit **One PDF File** to ldsteen@tndagc.org
- Comprised of the Following:
 - Signed Application (Designate Position Applying For)
 - Résumé
 - Cover Letter

Who we are and what we do:

TNDAGC has a role in developing public policy within the criminal justice system. District Attorneys are the chief law enforcement officials within their judicial districts. Criminal acts are prosecuted by the District Attorney and TNDAGC coordinates activities of the District Attorneys.



Administrative Assistant - Training

Tennessee District Attorneys General Conference
Nashville, TN

The Tennessee District Attorneys General Conference is seeking a qualified individual to fill the position of Administrative Assistant-Training. This individual is responsible for performing administrative work related to daily operations of our DUI Program. This individual reports directly to the Training Director and will work closely with Conference Traffic Safety Resource Prosecutors (TSRP).

A Bachelor's degree is preferred. Must possess working knowledge of Microsoft Word, Excel and Publisher. Must pass a structured interview process and background check.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Coordinate all seminar/training sessions put on by the Conference DUI Training Office, including:

- Create, design and mail seminar brochures to all District Attorney offices and law enforcement departments when applicable.
- Draft and mail letters to request assistance from faculty (in-state and out-of-state).
- Assist potential faculty members with airfare and lodging reservations when necessary.
- Keep database with all registration information.
- Arrange meeting space throughout the state, i.e., hotels, parks, etc.
- Plan meals and breaks (if provided) with personnel of hotel or parks.
- Establish direct billing for lodging, meeting space and meals and/or breaks with hotel or parks.
- Design training agenda and evaluation form for seminar.
- Contact all faculty for handout material and biographical information.
- Prepare & have working knowledge of all equipment (laptop & LCD projector) needed for transport to the seminar or rent from hotel or park.
- Responsible for setting up classroom for each seminar.
- Audit expense reimbursement forms of attendees and faculty and give to fiscal for processing after completion of seminar.
- Audit direct bill from hotel or state park and give to fiscal for processing after completion of seminar.
- Schedule DUI prosecutors to teach legal sessions at Tennessee Highway Safety Office (THSO) statewide classes for officers.
- Order supplies when needed.
- Communicate with the THSO when questions arise.
- Provide general administrative assistance to DUI Traffic Safety Resource Prosecutors, including grant quarterly and/or monthly reports.
- Maintain statistical data for grant reporting.
- Edit and distribute quarterly *DUI News* newsletter in addition to maintaining updated mailing database.

All applicants must submit a current resume, fully completed application and signed release form to allow a background check. Forms must be submitted to Laurie Steen, HR Director at ldsteen@tndagc.org or mail to: District Attorneys General Conference, Attn: Laurie Steen, 226 Anne Dallas Dudley Blvd. Suite 800, Nashville, TN 37243. The selection process involves a structured interview process and background check.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.



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DISTRICT ATTORNEYS GENERAL CONFERENCE STAFF APPLICATION

Note: Please complete the following information. Please do not omit any information. Specify the position for which you are applying. Addresses and telephone numbers should be those where the applicant can be contacted. All information is subject to verification.

DATE: _____

NAME: _____
(LAST) (FIRST) (MIDDLE)

CURRENT ADDRESS: _____

MAILING ADDRESS: _____
(if different) _____

TELEPHONE: _____ WORK PHONE: _____

CELL NUMBER: _____

POSITION APPLYING FOR: _____

PERSONAL DATA:

Date of Birth: _____
(MONTH) (DAY) (YEAR)

Driver's License: _____
(NUMBER) (TYPE) (STATE)

Social Security Number: _____

EDUCATION:

High School Attended: _____ Date graduated: _____

Colleges and universities attended:

<u>SCHOOL</u>	<u>LOCATION</u>	<u>FROM/TO</u>	<u>DEGREE</u>	<u>MAJOR</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SPECIAL QUALIFICATIONS

Specialized coursework/training: If needed, attach separate sheet of paper:

<u>TYPE</u>	<u>LOCATION</u>	<u>DATE</u>	<u>CERTIFICATE OF SERVICE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

US CITIZEN: [] Yes [] No

MILITARY SERVICE: [] Yes [] No

CURRENT ORGANIZATION MEMBERSHIPS:

NAME OF ASSOCIATION

DESCRIPTION

EMPLOYMENT EXPERIENCE: (Give most recent first. Updated and accurate information should be provided so contact can be made with minimal effort.) Attach additional sheets if necessary.

1. Business Name: _____

Address: _____

Phone #: _____ Dates of Employment: _____

Position: _____ Supervisor: _____

Duties: _____

2. Business Name: _____

Address: _____

Phone #: _____ Dates of Employment: _____

Position: _____ Supervisor: _____

Duties: _____

3. Business Name: _____

Address: _____

Phone #: _____ Dates of Employment: _____

Position: _____ Supervisor: _____

Duties: _____

REFERENCES:

Give three references (not relatives or former or present employers) who are responsible adults who have known you for at least five years.

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>Relationship</u>
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What special qualifications do you possess for this position?

Reason(s) for seeking employment with this organization:

Outside interests/hobbies:

CERTIFICATION:

I hereby certify that I (have/have not) been convicted of, or pled guilty to, to any felony and/or misdemeanor charge(s) in violation of any Federal or State law(s) or city ordinance(s).

I further certify that I (have/have not) been dismissed from any previous employment for improper or unprofessional conduct, inefficient service, neglect of duty, incompetence, or insubordination.

I hereby certify that all information provided by me on this application is ACCURATE AND COMPLETE to the best of my knowledge. I understand that any false or incomplete information furnished by me or failure to disclose requested information, may result in the rejection of this application, may make me no longer eligible for consideration for employment or may result in my dismissal after my employment. I authorize the this office to investigate any statement contained in this employment application and release former employers and reference contacts from any and all liability on account of furnishing such information to this office. I further understand that, if considered for this position, this office will conduct criminal and/or driving record checks. I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between this office and myself.

Signed this _____ day of _____, _____

Applicant's Signature

CRIMINAL HISTORY CHECK RELEASE
Tennessee District Attorneys General Conference

EMPLOYEE NAME: _____

SECURITY SOCIAL NUMBER: _____

DATE OF BIRTH: _____

The office of the District Attorney checks references , runs criminal histories and driving histories on all new employees, interns and volunteers. Your signature below authorizes us to perform these security checks.

**I, _____, GIVE MY PERMISSION TO THE
OFFICE OF THE DISTRICT ATTORNEY TO CHECK PERSONAL
REFERNCES AND TO CHECK NCIC FOR A CRIMINAL HISTORY.**

SIGNATURE

DATE

Background Investigation: The following transactions were run on employee:

- ☐ **National Criminal Information Database**
- ☐ **TBI Criminal History**
- ☐ **National & State Sex Offender Registry**
- ☐ **Orders of Protection**
- ☐ **Wanted Personal**

No criminal history record was found on this candidate.

SIGNATURE OF PREPARER

DATE