



### **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 31 District Attorney Generals Offices.

### **TO APPLY:**

For All Positions:

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

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 DUI Prosecutors.

Salary is commensurable with qualifications. Associates Degree or higher-level degree preferred in conjunction with administrative experience. Must possess working knowledge of Microsoft Word, Excel and Publisher. Must pass a structured interview process and must pass a background check.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

Coordinate all seminar/training sessions put on by the 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 of faculty (in-state and out-of-state)
- Assistant 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 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 THSO statewide classes for officers.
- Order supplies when needed.
- Communicate with the Tennessee Highway Safety Office when questions arise.
- Assist DUI Traffic Safety Resource Prosecutor with Grant quarterly and/or monthly reports.

Edit *DUI News* Newsletter quarterly including design and layout of newsletter.

- Obtain and file bids from printers of printing costs.
- Copy and file invoice and give original to fiscal for processing.
- Address and stuff envelopes to mail out newsletters quarterly.
- Update mailing address databases quarterly.



**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>
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**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>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**US CITIZEN:** [ ] Yes [ ] No

**MILITARY SERVICE:** [ ] Yes [ ] No

**CURRENT ORGANIZATION MEMBERSHIPS:**

NAME OF ASSOCIATION

DESCRIPTION

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**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.

NAME

ADDRESS

PHONE

Relationship

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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**