

Class Concept

This is supervisory and administrative work assisting the Director for Private Protective Services. Position is responsible for the administration and enforcement of the Private Protective Services Act; and all activities conducted by the NCPPS required under NC state statute 74C and 74D. Position oversees the enforcement and administration of the laws and rules on the Private Protective Services Board and the NC Alarm Systems Licensing Board and associated investigations, audits, and inquiries are presented and reported to the appropriate board and/or NC Criminal or Civil Court. Employee develops the policies, rules, procedures and guidelines used in: conducting investigations of public complaints, conducting compliance audits of companies under the PPS or the ASL Boards, performing background investigations for the licensing approval, registering employees of licensed companies, and enforcing the laws and rules through the administrative process of the Boards and/or the Courts and maintaining required records. Position develops new initiatives providing investigative and technical assistance to law enforcement agencies. Employee acts in place of the Director as needed.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of the functions and duties of professions governed by the boards.
- Working knowledge of the legal principles and techniques of conducting a criminal investigation.
- Thorough knowledge of the functions and duties of the NC Private Protective Services Board and the NC Alarm Systems Licensing Board and NC Statutes 74C and 74D.
- Thorough knowledge of the NC Private Protective Services Act of 1973.
- Thorough knowledge of administrative rules review procedures.
- Thorough knowledge of state government operations including personnel and budget.
- Ability to organize, plan, develop, and evaluate programs to provide a competent resource to the industry and the State of North Carolina.
- Ability to communicate effectively with others both orally and in writing.
- Ability to supervise subordinates.
- Ability to analyze significant issues and to develop plans to resolve them.
- Ability to establish program procedures and develop an organization.

Minimum Education and Experience

Bachelor's degree preferably in criminal justice, business or public administration or closely related field with five years of progressive experience in the field of criminal justice/law enforcement including three years of supervisory experience; or an equivalent combination of education and experience.