

Class Concept

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 of 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 boards and/or NC Criminal or Civil Court. Position and the staff of the Private Protective Services serve as the enforcement and administrative arm of the Board of Directors. Position is responsible for the development of policies, rules, procedures and guidelines used in: conducting investigations of public complaints, conducting compliance audits of companies licensed under the PPS or ASL Boards, performing background investigations for the licensing approval, registering employees of licensed companies, enforcing 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.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of the functions and duties of professions governed by the boards.
- Thorough knowledge of the administrative code governing private protective services and knowledge and understanding of the operations of a licensing/regulatory agency.
- Thorough knowledge of the functions and duties of the NC Private Protective Services Board and the NC Alarm Systems Licensing Board as set out in NC Statutes 74C and 74D.
- Thorough knowledge of the North Carolina Private Protective Services Act of 1973.
- Thorough knowledge of administrative rules review procedures.
- Thorough knowledge of the legal principles and techniques of conducting a criminal investigation.
- Thorough knowledge of state government operations including personnel and budget.
- Ability to organize, plan, coordinate and evaluate programs and work.
- Ability to communicate effectively with others both orally and in writing.
- Ability to organize, develop and evaluate programs necessary to provide a competent resource to the industry and the State of North Carolina.
- 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 in criminal justice, business or public administration or closely related field from an appropriately accredited institution and six years of progressive experience in the field of criminal justice or law enforcement including four years of supervisory experience; or an equivalent combination of education and experience.