

### Class Concept

This is supervisory and administrative work in directing the statewide programs of the Sheriffs' Standards Section in the Training and Standards Division of the North Carolina Department of Justice. The employee directs the regulation of employment and training of deputy sheriffs and detention officers in local Sheriffs' Departments, and all telecommunicators in North Carolina. The section oversees the North Carolina Sheriffs' Education and Training Standards Commission mandated courses, the regulation of instructors and schools, maintenance of active and inactive certification and training files, administration of the Professional Certificate and Awards Program, the investigation of potential rule violations, and the development and implementation of the administrative rules governing the area. Employee supervises staff in performing a variety of certification, compliance, training and investigative work, and develops the policies, rules, procedures and guidelines concerning work. Programs define and monitor compliance with entry-level employment standards, minimum training requirements, certification standards, and basic recruit training. Work involves research of new initiatives and providing technical assistance to many agencies in the criminal justice system. The section staffs the quarterly Commission meetings, committee meetings, and represents the Commission's interests in other venues. The Director also administers all Commission advisory programs. Work is performed independently under the general guidelines established by the Sheriffs' Education and Training Standards Commission and employee functions under the administrative supervision of the Special Deputy for Training and Standards. Work is reviewed in terms of objectives met and overall effectiveness of the programs.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of the Commissions' general statutes and administrative code and function and organization of Sheriffs' offices.
- Considerable knowledge of duties of Sheriffs' personnel and law enforcement agencies.
- Considerable knowledge of curriculum development and training methodology.
- Considerable knowledge of administrative rules review procedures.
- Considerable knowledge of the legal principles and techniques of conducting a criminal investigation.
- Considerable knowledge of the training necessary to prepare sheriffs' personnel for service.
- Ability to organize, plan, coordinate and evaluate programs and work.
- Ability to communicate effectively with others, utilizing oral and written communication skills.
- Ability to supervise a staff of subordinates.
- Ability to analyze significant issues and to develop plans to resolve.
- Ability to establish program procedures and organization.

#### Minimum Education and Experience

Bachelor's degree in criminal justice, business or public administration or closely related field from an appropriately accredited institution, with six years of progressive experience in the field of criminal justice including two years of supervisory experience; or an equivalent combination of training and experience.