

Class Concept

This is supervisory and professional work in assisting the director with the administration of the statewide programs of the Sheriffs' Standards Section in the Training and Standards Division of the North Carolina Department of Justice. The employee provides daily supervision to staff involved in the regulation of employment and training of deputy sheriffs and detention officers in local Sheriff's 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 provides daily supervision to staff in performing a variety of certification, compliance, training and investigative work, coordinates the criminal investigation and enforcement activities, and administers the Sheriffs' Supplemental Pension Fund. Employee coordinates criminal background searches of applicants/officers, coordinates investigations of rule violations or related issues, reviews issues with the legal counsel, participates in administrative hearings, and staffs the Sheriffs' Probable Cause Committee. Work involves providing technical assistance to many agencies in the criminal justice system, and research and implementation of mandatory programs. The employee represents the Commission's interests in other venues. 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 Director, Sheriffs' 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.
- Thorough knowledge of the legal principles and techniques of conducting a criminal investigation.
- Considerable knowledge of duties of Sheriffs' personnel and law enforcement agencies.
- Considerable knowledge of administrative rules review procedures.
- Considerable knowledge of the training necessary to prepare Sheriffs' personnel for service.
- Working knowledge of curriculum development and training methodology
- 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, preferably with a degree in criminal justice, business or public administration or closely related field, from an appropriately accredited institution and four years of progressive experience in the field of criminal justice including one year of supervisory experience; or an equivalent combination of training and experience.