

WICHITA COUNTY

Job Announcement



POSITION: Training Officer

LOCATION: Wichita County Sheriff's Office
Wichita County Courthouse
900 7th Street, Room 100
Wichita Falls, Texas 76301

SUPERVISOR: Training Coordinator

HOURS: 8:00 a.m. – 5:00 p.m., Monday – Friday (Occasional overtime may be required and is earned as Compensatory Leave.)

SALARY: \$2,538.68 per Month (Depending Upon Qualifications)

POSTING DATE: July 15, 2010

CLOSING DATE: Open Until Filled

► **JOB SUMMARY:**

The Wichita County Training Division is responsible for providing training for all members of the Wichita County Sheriff's Office and other local law enforcement agencies. The applicant selected for this position will be required to develop complex lesson plans and be able to conduct training courses as prescribed by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).

► **ESSENTIAL JOB FUNCTIONS:**

- Oversees and participates in the development and coordination of complex project schedules, production budget and logistics of law enforcement training operations to achieve results in a timely and cost-effective manner.
- Oversees the research and development of a comprehensive program of law enforcement training courses, including participating in the development of updating of policies, procedures, goals and objectives of the Wichita County Sheriff's Office.
- Instructs, teaches and facilitates training programs and coordinates instructor scheduling, facility availability and associated budget information.
- Identifies, develops, and monitors the use of instructors who provide curricular and instructional content of training courses.
- Responds to inquiries from diverse audiences (employees, outside agencies, the public) to provide information and clarification regarding training programs available from this agency.

- Conducts needs assessments, and designs and applies evaluation techniques and proficiency testing methods to measure the courses effectiveness and identify new opportunities for training.
- Oversees the record management of the Training Division's activities.
- Operates a variety of office equipment including but not limited to telephones, computers, calculators, copiers and scanners.
- Performs all other duties as assigned, in a timely and concise manner.

► **MINIMUM QUALIFICATIONS:**

- Must be at least 18 years of age.
- Must have a valid Texas Drivers' License.
- Must have a high school diploma or GED equivalent.
- College (at least a Bachelor's Degree preferred), may be substituted with seven (7) years law enforcement experience.
- Should have their Instructor license; be a TCLEOSE certified Peace Officer and/or Detention Officer.
- Must be able to demonstrate computer proficiency in the use of Microsoft Office applications to include Word, Excel and Outlook.
- Must have word processing and spreadsheet skills
- Must be capable of learning to proficiently operate the mainframe computer systems used in the Wichita County Sheriff's Office.
- Must have excellent organizational skills and be able to manage a fast-paced office environment and establish priorities.
- Must have excellent interpersonal skills to interface with various organizations and departments, both internally and externally.
- Must recognize the value of team dynamics, exhibit a professional demeanor and possess highly developed problem solving and time management skills.
- Must be able to effectively and professionally work with all members of the Wichita County Sheriff's Office, other County officials and staff and the public.
- Must be able to perform multiple job duties and tasks simultaneously and work effectively in a stressful office environment.
- Must be personable, courteous and have excellent customer service and public relations skills.
- Must be detail-oriented and self-motivated.
- Must be able to effectively communicate both verbally and in writing and have the ability to listen and understand.
- Must be able to understand and speak (English) fluently.
- Must be able to accurately type at least 40 WPM.
- No misdemeanor convictions above a Class C (no Class A or B misdemeanor and/or felony convictions).
- Must pass a pre-employment physical exam and drug test paid by Wichita County.
- Must pass a thorough background check conducted by the Wichita County Sheriff's Office.

► **REQUIRED KNOWLEDGE, SKILLS and ABILITIES:**

- Program and project management techniques.
- Learning theories and principles as applied to adult learning.
- Training and instructional strategies and methods.
- Problem solving skills.

- Report writing techniques to produce analytical reports and written materials having high organizational impact in an appropriate format.
- The practices and principals of supervision of personnel.
- Strategic and organizational planning techniques.
- Public relations principles as they relate to law enforcement and the public sector.
- High risk/liability issues inherent in law enforcement training.
- Ability to make oral presentations in groups.
- The use of computer equipment and software programs in training.
- Ability to motivate employees in order to create trust, team spirit and professionalism.
- Ability to convert ideas and concepts into an effective combination of audio and visual impressions.
- Ability to conduct research, gather information and analyze a variety of data.

► **CONDITIONS OF EMPLOYMENT:**

- Must be able to sit at a desk for long periods during an eight-hour workday.
- Must be neat in appearance.
- Punctuality and regular attendance at work is mandatory.

► **APPLY TO:**

**Texas Workforce Solutions
4309 Jacksboro Highway
Wichita Falls, TX 76302
(940) 322-1801**

Or

**Wichita County Sheriff's Office
900 7th Street, Room 100
Wichita Falls, Texas 76301
(940) 766-8170**

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD 1-800-735-2989, VOICE 1-800-735-2988. For candidates requesting Braille, Mobility requests, etc., please call 940.766.8108. HR/ADA Compliance Office, Room 133, Wichita County Courthouse, 900 7th Street, Wichita Falls, Texas 76301.