



## **POSITION AVAILABLE**

### **SHERIFF'S DEPARTMENT FOR WASHINGTON COUNTY, MD TRAINING COORDINATOR**

**Minimum Salary \$40,581.00**

This position will initiate and coordinate training activities in the Sheriff's Office necessary to meet State mandated requirements and to maintain professional levels of performance within the department. The Coordinator will initiate and coordinate recruiting and selection of personnel activities in the Sheriff's Office necessary to meet State/Federal mandates. This role will interface with Administration, staff, and the Maryland Police Training Commission (MPTC) in determining departmental training needs and requirements. Maintaining departmental training, recruitment, and selection of personnel records. Coordinating training scheduling with the appropriate personnel. Reviewing all recruitment materials to ensure legal sufficiency, coordinating all facets of the recruitment and hiring process and maintaining records of hiring process activities.

The Coordinator will have a working knowledge of personal computers used for training records, excellent verbal, written communications skills; correct grammar, spelling, and sentence structure. The candidate will have the ability to work with sensitive information and maintain confidentiality and possess knowledge of laws, legal decisions, affecting recruitment and selection of personnel.

The Training Coordinator requires a minimum of a two-year college degree or comparable education/training/experience and current or prior law enforcement experience. The candidate will have a U.S. citizenship or ability to produce documentation to establish legal ability to work in the United States. The position requires the ability to pass a comprehensive background investigation including (but not limited to) a drug screen and a polygraph or other truth verification.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

To apply, visit our website at [www.washco-md.net](http://www.washco-md.net) or complete and return an Application to [HRservices@washco-md.net](mailto:HRservices@washco-md.net) or by mailing to Washington County Human Resources Department, 100 W. Washington Street, Room 2300, Hagerstown, Maryland 21740. Internal candidates must use an Internal Application and include a resume when submitting.

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V

Deadline for filing applications with the Department of Human Resources is  
**Friday August 7, 2020 at 4:00 P.M.**



# Washington County Sheriff's Office Hagerstown, MD

## JOB DESCRIPTION

**TITLE: TRAINING COORDINATOR**

### JOB OBJECTIVES:

To initiate and coordinate training activities in the Sheriff's Office necessary to meet State mandated requirements and to maintain professional levels of performance within the department.

To initiate and coordinate recruiting and selection of personnel activities in the Sheriff's Office necessary to meet State/Federal mandates.

### CHARACTERISTICS OF THE ASSIGNMENT:

Interfacing with Administration, staff, and the Maryland Police Training Commission (MPTC) in determining departmental training needs and requirements. Maintaining departmental training, recruitment, and selection of personnel records. Coordinating training scheduling with the appropriate personnel.

Reviewing all recruitment materials to ensure legal sufficiency, coordinating all facets of the recruitment and hiring process and maintaining records of hiring process activities.

### ESSENTIAL DUTIES, RESPONSIBILITIES, AND TASKS:

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

The Sheriff reserves the right to amend or deviate from this job description if, in his opinion, it is in the best interest of the Sheriff's Office.

## **TRAINING**

1. Develop curriculum of in-service training for department.
2. Approve lesson plans submitted by in-house and non-departmental instructors.
3. Departmental liaison to MPTC
4. Maintain inventory of all instructional material; i.e., videotapes, etc.
5. Review correspondence and material that comes to the Department regarding training.
6. Maintain training files on all Patrol/Judicial personnel.
7. Ensure all departmental instructors maintain current instructor certification.
8. Evaluate in-house departmental instructors in accordance with MPTC regulations.
9. Establish contacts with commercial and other enforcement training sources.
10. Register personnel in out-of-department training courses as approved.
11. Compile annual training report.
12. Maintain inventory of MPTC forms.
13. Coordinate in-house instructors for out-of-department requests for training.
14. Assure the integrity of all training given by the Sheriff's Office.
15. Assist internal and external instructors with lesson plan development.

## **RECRUITMENT AND SELECTION OF PERSONNEL**

1. Coordinates recruiting/selection and hiring process of new employees.
2. Coordinates prospective employee oral interviews.
3. Coordinates prospective employee written testing.
4. Coordinates prospective employee physical testing.

5. Coordinates the completion of investigations on new employees.
6. Reviews background investigations completed by other agency personnel.
7. Coordinates the Field Training Program.
8. Coordinates departmental orientation for new employees.
9. Responsible for ensuring agency recruitment and selection activities are aggressive, legal, fair and successful.
10. Maintain appropriate recruitment and selections materials, (applications, reports, records, etc.).
11. Set up and maintain records for the Field Training Program.

MINIMUM REQUIREMENTS:

1. Current or prior law enforcement experience.
2. Minimum of a two-year college degree or comparable education/training/experience.
3. Working knowledge of personal computers used for training records.
4. Excellent verbal communication skills.
5. Excellent written communications skills; i.e., correct grammar, spelling, and sentence structure.
6. U.S. citizenship or ability to produce documentation to establish legal ability to work in the United States
7. Ability to pass a comprehensive background investigation including (but not limited to) a drug screen and a polygraph or other truth verification.

### NECESSARY SKILLS AND ABILITIES:

1. Ability to work independently with minimal supervision.
2. Ability to establish, and maintain basic filing systems.
3. Ability to utilize personal computer.
4. Ability to work with sensitive information and maintain confidentiality.
5. Ability to successfully complete assigned training.
6. Possess knowledge of laws, legal decisions, etc., affecting recruitment and selection of personnel
7. Ability to perform all duties, responsibilities and tasks that are required of the position.

### PHYSICAL REQUIREMENTS:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Has the ability to stand and walk for long periods of time, often in adverse climactic conditions while maintaining an alert mental condition. Has the ability to operating a vehicle in all kinds of weather. And has the ability to lift of equipment up to 25 pounds.