

Amherst County Sheriff's Office- Civilian Accreditation Manager

The Amherst County Sheriff's Office is accepting applications for the position of Civilian Accreditation Manager. Applications may be picked up in person M-F 8:30 to 5 or downloaded from www.countyofamherst.com. Applications will be accepted until the position filled. EOE.

GENERAL DEFINITION OF WORK:

As the Department's Accreditation Manager, ensures that the Department meets all accreditation standards as required by the Virginia Law Enforcement Profession Standards Commission (VLEPSC).

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Attends quarterly Virginia Law Enforcement Accreditation Coalition (VALEAC) meetings.
- Reviews and researches the status of, and disseminates to appropriate individuals, pertinent information about existing and newly-enacted legislation, as well as existing and contemporaneous judicial decisions affecting operation activities of the Department.
- Performs legal research through the use of contacts in the Commonwealth Attorney's office and the Attorney General's Office and other organizations.
- Assists in the preparation of legislative proposals and revisions to the County code based on Code of Virginia and the needs of the Department; and prepares board items, as necessary.
- Researches jurisdictional issues as they relate to new situations and revisions to established practices.
- Prepares and informs the Sheriff or Chief Deputy of changes that need to be made to the Departmental Policy and Procedure manual in accordance with the Virginia Law Enforcement Professional Standards Commission (VLEPSC) and maintains supporting documentation.
- Represents the Department at various public forums and presents information to the Captain of Field Operations and Investigations of requested documentation that needs to be received.

KNOWLEDGE, SKILLS, AND ABILITIES:

General knowledge of standard office practices, procedures, equipment and office assistance techniques; thorough knowledge of business english, spelling; thorough knowledge of department programs and policies; skill in the use of data and word processing equipment; ability to follow oral and written instructions; ability to establish and maintain effective working relationships with associates and the general public; ability to understand Virginia Law Enforcement Standards.

EDUCATION AND EXPERIENCE:

Any combination of education, and experience equivalent to graduation from high school.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force constantly to move objects; work requires reaching, walking, vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

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

Salary Range \$27,705 - \$47,033 based on experience.