

Position Description:

The Amherst County Sheriff is accepting applications for the non-exempt full-time position of Sheriff's Office accreditation manager. This is a civilian position who implements the Sheriff's Office accreditation process including project management, re-accreditation activities as well as ensuring compliance with state and potentially national standards. The successful applicant will be required to undergo a criminal background check, DMV motor vehicle record check, and drug screening.

Essential Functions/Typical Tasks:

- Manages, coordinates and administers special studies and projects, to include re-accreditation process to ensure compliance with standards developed by the Virginia Law Enforcement Professional Standards Commission (VLEPSC) along with compliance to mandated record keeping;
- Review Sheriff's Office policies as they relate to VLEPSC standards for compliance and accreditation needs;
- Researches sources cited in policies and procedures;
- Coordinates the development of policies and procedures;
- Writes and/or reviews all new and revised policies to ensure compliance with VLEPSC standards;
- Prepare and submit grant applications, track grants, and provide progress reports on grants awarded;
- Coordinates with legal staff for proofing of policies for adherence with all applicable laws;
- Provides liaison with VLEPSC for all accreditation matters;
- Participates in VLEPSC conferences and mock assessments as approved;
- Direct on-site inspection of compliance with VLEPSC;
- Prepares and submits annual agency reports to VLEPSC;
- Keeps abreast of all aspects of the accreditation process, including proposed changes or amendments to the standards, assessing the impact of changes on current policies and procedures of the agency;
- Maintains all files for compliance with the re-accreditation process;
- Develops and recommends new or revised program goals and objectives;
- Meets with Chief Deputy or his designee to identify needs and report progress on accreditation efforts;
- Identifies compliance concerns and develops plan to resolve those issues;
- Assists in identifying training of agency personnel regarding training required by accreditation;
- Prepares periodic reports and records on program activities, progress, status or other special reports for management;
- Plans, participates, and oversees crime prevention programs to include the management of community policing events that promote the Amherst County Sheriff's Office;
- Compile and analyze County crime data as needed;
- Administer department social media accounts;
- Performs related work as required and as directed.

Knowledge, Skills, and Abilities:

- Considerable knowledge of policy development and accreditation compliance process;
- Considerable knowledge of the principles and practices of modern public safety agency operations and administration;
- Ability to read and interpret materials concerning public safety agency and criminal justice processes;
- Ability to work independently and solve problems;
- Ability to train agency personnel;
- Ability to analyze facts and exercise sound judgment in arriving at conclusions and recommendations;
- Ability to complete assignments in a timely fashion;
- Ability to communicate effectively, both verbally and in writing;
- Ability to prepare comprehensive, detailed recommendations and reports;
- Ability to establish and maintain effective working relationships with co-workers, other County appointees/employees and with the general public;
- Ability to foster cooperation between agency personnel on accreditation issues.

Education and Experience:

Preferred graduation from an accredited college or university with an associate's degree in criminal justice, public administration, business administration or related field. Experience preferred with responsibility in administrative duties with accreditation management desired. In-depth knowledge of VLEPSC is preferred. An equivalent combination of education, experience and training may be considered.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently and a negligible amount of force constantly to move objects. Work requires fingering, and repetitive motions. 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, and to receive detailed information through oral communications and/or to make fine distinctions in sound. 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.

Compensation:

\$48k – \$56k dependent on qualifications – (Suggestion based on your budget)

About Us:

The Amherst County Sheriff's Office is an Equal Opportunity Employer.

Job Type:

Full-Time

Pay Type:

Hourly