

**DOUGLAS COUNTY
SHERIFF'S OFFICE**

JOB TITLE: TRAINING SUPPORT SPECIALIST – JDC45

Exempt: No

Pay Grade: S110

Approved by: Sheriff Darren Weekly

Job Type: 1115S

Department: Office of the Sheriff

Date: 01-10-23

General Duties: Performs a variety of complex technical administrative duties required for the coordination and effective development of training for the entire department. Duties include organizing, creating and managing training schedules, calendar, student attendance, and instructor schedules; coordinate classrooms and equipment, ordering equipment, ammo and supplies; typing; filing; scanning; data entry; basic bookkeeping.

Supervision Exercised: None. However, may be required to assist in the training of personnel.

Supervision Received: Works under the general supervision of the Training Coordinator. Work is generally assigned and reviewed periodically. Initiative and judgment is required.

Examples of Duties and Responsibilities:

- Evaluates, schedules, plans, organizes and coordinates department training
- Evaluates and schedules student attendance
- Evaluates and verifies instructor credentials
- Evaluates, coordinates and verifies new-hire training
- Monitors and schedules supervisor training
- Coordinates instructors, equipment and facilities
- Manages weapon inventory, checks out department weapons (temporary replacement)
- Manages audio/visual equipment inventory, keeps equipment in working order, checks out equipment
- Performs complex clerical tasks: Types correspondence, reports, memos, and forms, often using own discretion; scans training records and maintains employee training files – both hard copy and data base
- Moderately complex record keeping of large variety of training documents
- Prepare statistical reports based on records
- Management and retrieval of records, may handle confidential matters and matters of a sensitive nature
- Performs other duties and jobs as required and assigned.
- Performs any routine clerical assignments.

These duties are intended to be illustrative only and are not intended to be all-inclusive.

Education: High school graduate or GED. Additional courses in criminal justice and secretarial sciences are highly desired.

Experience: 3 years as a secretary or other related equivalent experience.

Special Requirements:

- Excellent typing skills.
- Ability to comprehend and practice Federal, State and Departmental training requirements for commissioned personnel.
- Excellent organizational skills.
- Ability to self-initiate and work independently
- Good social skills, able to associate and interact with the public and members of other agencies.
- Knowledge of filing and record keeping techniques.
- Able to pass qualifying exam and background investigation.
- Good general physical and mental condition, able to lift 50 lbs.
- Able to deal with confidential materials and records.
- Prefer computer skills specifically to Microsoft Word, Excel, Access, Publisher, PowerPoint, Visio and DCIC.
- Current Driver's License.

Essential Functions:

Language Skills: Ability to read and interpret documents and procedure manuals. Ability to develop routine reports and correspondence. Ability to communicate effectively with co-workers and the public. Ability to establish and maintain effective working relationships.

Computer Skills: Must have basic user-level competency with Windows PC operating systems.

Social Skills: Establishes and maintains effective relationships with peers, supervisors and command staff, and other agencies. Asserts self when necessary in a professional manner.

Basic Knowledge: Has a high level of understanding of basic to advanced training procedures and methods.

Mathematical Skills: Ability to calculate figures and amounts such as proportions and percentages. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical and test scoring situations.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or scheduled form. Able to comprehend and retain information related to general job assignments made within context of position held.

Other Skills and Abilities: At departmental discretion, this position may require demonstration of computer, mathematical, and/or other specialized clerical skills through pre-employment assessments.

Testimony: Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

Physical Demands: The employee must possess the ability to frequently stand, sit, walk, operate general office equipment, reach with hands and arms, drive a vehicle, lift equipment, talk and hear, and tolerate a quiet to loud noise level in the workplace.

Other: In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event that an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.