



## **NORTHERN VIRGINIA CRIMINAL JUSTICE TRAINING ACADEMY**

45299 Research Place • Ashburn, Virginia 20147-2600  
703 729-4299 • Fax 703 729-4634

### **JOB ANNOUNCEMENT**

#### **General Instructor – Court Security / Corrections Specialist**

**Position Grade: A-04**

**FLSA: Exempt**

The Northern Virginia Criminal Justice Training Academy (NVCJTA) is seeking a highly motivated and engaged professional to instruct in the Corrections / Court Security Program within the Academy's Basic Training Program. This position requires strong knowledge and experience regarding legal and tactical aspects utilized by corrections and court security officers. The NVCJTA provides basic training to law enforcement recruits representing sixteen police and sheriff's agencies.

#### **GENERAL DESCRIPTION OF DUTIES**

Under general supervision of the Deputy School supervisor, the incumbent will create, coordinate, schedule, and assist in conducting training for NVCJTA basic recruits and member agencies when requested. The incumbent is responsible for providing support in all components of the existing Corrections Officer Program; assist assigned instructors during daily training; assist in the coordination of both general and specialized curriculum, training materials, and information; assist in conducting program evaluations; conduct classroom and practical instruction; and perform related work as required.

#### **EMPLOYMENT STANDARDS:**

Bachelor's degree in Criminal Justice, Public Administration, or a closely related field; supplemented by 5+ years of full-time experience and/or training in a criminal justice agency; or an equivalent combination of education, training, and experience.

Holds current certifications / training experience in: Virginia State Certified Instructor, De-escalation, Civil Process, Crisis Intervention Training, Corrections, Court Security.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Demonstrated knowledge of laws, rules, and regulations (state and federal) regulating the actions of law enforcement officers.

Knowledge of the Department of Criminal Justice Services rules and regulations regarding officer certification requirements.

Ability to coordinate various classes, training material, and information with NVCJTA basic staff and participating agencies.

Ability to communicate effectively, both verbally, and in writing.

Ability to prepare and review lesson plans and ensure that all lesson plans are kept accurate and complete.

Ability to recognize, comprehend, and adapt to the dynamic landscape of law enforcement training. Understanding of the influences driving change in various areas of law enforcement training.

Knowledge of instruction techniques, and adult learning principles, preferably in a law enforcement academy or a comparable agency.

Ability to plan, coordinate and utilize information effectively to improve activities and production, and ensure training and instruction are realistic, applicable, and effective for corrections and court security.

Ability to conduct program evaluations and institute necessary changes, to include talking with trainers, and receiving updated training.

Ability to identify issues or situations as they occur and specify decision objectives or assist in identification of alternative solutions to issues or situations.

Ability to exercise critical thinking and analytical judgment in areas of responsibility.

Possess a clear and comprehensive understanding of the principles of effective leadership and their application to functions under charge. Able to exercise enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Ability to develop and implement safety guidelines for newly instituted training techniques, lesson plans, and activities.

Ability to plan, schedule, and coordinate training needs for Academy instructors related to the Corrections and Court Security Program

Ability to train, develop, supervise, and evaluate performance of staff efficiently and effectively.

Ability to implement decisions in accordance with prescribed and effective policies and procedures, and with a minimum of errors, to include disciplinary procedures, seek expert or experienced advisement where appropriate, and research issues, situations, and alternatives prior to exercising judgment.

### **PREFERRED QUALIFICATION:**

At least 3 years of experience as a law enforcement instructor.

Possess excellent communication skills and be highly detail-oriented and organized.

Proficient with Microsoft Office programs, including Outlook, SharePoint, Word, Excel, and PowerPoint.

Experience with officer / deputy liability issues.

Well versed in the legal aspects of officer use of force, use of force accountability, officer rights and responsibilities about the use of force.

### **LICENSURES/CERTIFICATION :**

Must possess and maintain a valid Driver's License from state/district of residence.

Must possess and maintain, or obtain within 90 days of employment, or as training classes are scheduled, a Virginia Department of Criminal Justice Services General Instructor certification.

### **NECESSARY SPECIAL REQUIREMENTS**

Must successfully complete a character background investigation, must be able to perform essential job functions (reasonable accommodation may be made on a case-by-case basis); must have never committed, been involved in, or been convicted of a felony or serious misdemeanor, and be of good character and reputation.

## **SALARY AND BENEFITS**

The payband for the position is \$59,106 to \$98,509 and salary will be based upon qualifications. Position offers an extensive benefits package including comprehensive life and health insurance, vacation and sick leave accrual, and retirement plans.

The Academy operates on a four-day work week schedule, Tuesday through Friday, 6:00 AM through 4:30 PM

All Academy buildings and training facilities are smoke free.

## **TO APPLY**

**Resumes and cover letters may be submitted by mail or e-mail.**

Email address: [jobs@nvcja.org](mailto:jobs@nvcja.org)

Mailing address: Northern Virginia Criminal Justice Training Academy  
45299 Research Place  
Ashburn, VA. 20147-2600  
Attn: Mr. Jeff Mees

## **REASONABLE ACCOMODATION**

Applicants with disabilities may request reasonable accommodation during the selection process. This request should be made in a timely manner to the NVCJTA and may include an alternate format application or other accommodation at the mutual agreement of the Academy and applicant.

## **AN EQUAL OPPORTUNITY EMPLOYER**

The Northern Virginia Criminal Justice Training Academy does not discriminate in employment on the basis of race, color, religion, sex, national origin, age, disability, or genetic information, veteran status, political affiliation, sexual orientation, or gender identity.