



## NORTHERN VIRGINIA CRIMINAL JUSTICE TRAINING ACADEMY

45299 Research Place • Ashburn, Virginia 20147-2600  
(703) 729-4299 • Fax (703) 729-4634 • [www.nvcja.org](http://www.nvcja.org)

# JOB ANNOUNCEMENT

## Basic Training Specialist

FLSA: Non-Exempt

The Northern Virginia Criminal Justice Training Academy (NVCJTA) provides basic and in-service training to law enforcement officers representing seventeen police departments and sheriff's offices in the region. The NVCJTA is seeking a motivated and engaged professional for the position of Basic Training Specialist.

### **GENERAL DESCRIPTION OF POSITION:**

The purpose of the position is to provide administrative support to the Basic Training Manager and Supervisors in all daily facets of the NVCJTA Basic Training Program and assist with the continuity of its operations. Employees in this classification perform supervised and directed administrative work.

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

- Knowledge of the principles, practices, and methods associated with scheduling, assessment, and coordination of educational activities, with emphasis on a basic law enforcement instructional background.
- Knowledge of the methods, procedures, and policies of the Northern Virginia Criminal Justice Academy regarding basic police and deputy sheriff training.
- Knowledge of the Department of Criminal Justice Services rules and regulations regarding the administration of basic training classes and officer certification requirements.
- Knowledge of the delivery and administration of law enforcement training programs.
- Knowledge of instructional techniques, preferably in a police academy or a comparable organization.
- Knowledge of how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc., as they pertain to operations and activities.
- Ability to comprehend, interpret, and apply regulations, procedures, and related information.

- Skilled and proficient with computers, and with software programs typically utilized by the position.
- Ability to effectively communicate and interact with supervisors, members of the public and other groups involved in the activities of the Academy.
- Ability to assemble information and make written reports and documents in a concise, clear, and effective manner.
- Ability to use independent judgment and work with minimal direct supervision as situations warrant.
- Ability to evaluate various training program facets.
- Ability to establish and maintain professional, cooperative, and effective relationships with member agency personnel, Academy staff, and DCJS representatives.
- Ability to organize and prioritize office duties and responsibilities.
- Ability to supervise and evaluate the performance of law enforcement recruits.

#### **ESSENTIAL FUNCTIONS/ILLUSTRATIVE DUTIES:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed if such functions are logical and relevant to the position.

- Assists instructors in developing, reviewing, revising, and updating lesson plans in coordination with the curriculum management staff.
- Ensures work products are compliant with Academy directives, certification standards, state-mandated training outcomes, objectives, criteria, and Commission on Accreditation for Law Enforcement (CALEA) standards.
- Develops and maintains the basic recruit training calendar in cooperation with basic training instructors and curriculum management staff; assists in the coordination of recruit graduation ceremonies.
- Assists the Basic Training Manager with the implementation of multiple facets (Academic, Control Tactics, Human Performance, Deputy School) of the Academy Basic Training Program(s) and ensures the needs of all agency trainee personnel are realized.
- Monitors and ensures instruction courses are of the highest quality available, are conducted as planned and report any deficiencies in training or instruction to the Basic Training Manager and/or Basic Training Supervisory staff.
- Assists instructors in conducting research for development of curricula and lesson plan subject material; refers to books, publications, electronic media, and other resources.

- Provides instruction to basic training students, when needed and as necessary.
- Communicates with executives, managers, employees, other departments, instructors, experts, guest lecturers, vendors, the public, and other individuals as needed, to coordinate work activities, provide updates, exchange information, or resolve problems.
- Maintains knowledge of applicable regulations, professional affiliations, guidelines, certification standards, and reads industry/professional literature.
- Attends workshops and training sessions as appropriate.
- Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

### **MINIMUM TRAINING AND EXPERIENCE:**

An associate degree with course work emphasis in Criminal Justice, Police Administration, or a closely related field; supplemented by three (3) years previous experience and/or training that includes instruction/curricula coordination, criminal justice agency operations, research, database administration, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **SPECIAL REQUIREMENTS:**

- Must possess, or obtain within 90 days, and maintain, Virginia Department of Criminal Justice Services General Instructor certification.
- Must possess a valid driver's license from your state/district of residence.
- Must successfully complete a character background investigation.
- Must have never committed, been involved in, or been convicted of, a felony or serious misdemeanor; must be of good character and reputation.
- Must be able to perform essential job functions (reasonable accommodation may be granted on a case-by-case basis).

### **SALARY AND BENEFITS:**

The salary range for this position is from \$59,106 to \$78,808, depending on qualifications and experience. This position offers an extensive benefits package, including comprehensive life and health insurance, vacation and sick leave accrual, and retirement benefits.

The NVCJTA typically follows a four-day-per-week schedule, Tuesday - Friday, 6:00 a.m. - 4:30 p.m. All NVCJTA buildings and facilities are smoke free.

**TO APPLY:**

Resumes and cover letters may be submitted by mail or e-mail and will be accepted until the position is filled.

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 job selection process. This request should be 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.

**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.