



NORTHERN VIRGINIA CRIMINAL JUSTICE TRAINING ACADEMY

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

JOB ANNOUNCEMENT **Legal Program Manager** **FLSA: Exempt**

The Northern Virginia Criminal Justice Training Academy (NVCJTA) provides basic and in-service training to law enforcement officers representing seventeen police and sheriff's agencies in the Northern Virginia area. The NVCJTA is seeking a highly motivated and engaged professional for the position of Legal Program Manager.

GENERAL DESCRIPTION OF POSITION

In coordination with the the Basic Training Manager and under the supervision of the Deputy Director of Administration, the purpose of the position is to provide legal instruction to recruits/students and to manage the legal curriculum program. This position is responsible for teaching classes and instructing police officers and deputy sheriff trainees/students in the Basic Schools and In-service programs. The Legal Program Manager will prepare and maintain lesson plans; prepare and validate test questions; conduct research and prepare publications; brief Academy staff of legislative issues that directly affect law enforcement related training; and act as legal liaison for internal and external Academy business.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Provides classroom instruction in areas of Virginia Criminal Law, relevant state and federal case law, court procedures, basic legal concepts and legal procedures to law enforcement officers, deputy sheriffs and civilian personnel that complies with and exceeds Virginia Department of Criminal Justice Services (DCJS) Training Standards.
- Review legislative updates, advise staff of changes, and incorporate changes into legal lesson plans.
- Develops, revises and reviews lesson plans in accordance with the Department of Criminal Justice Services' mandates and Academy directives; revises lesson plans and handouts to reflect changes in statutory and case law.
- Prepares and presents classroom instruction in accordance with approved lesson plans that meet instructional goals and objectives.



- Coordinates the legal training activities of the Basic School and reviews In-Service legal training programs that are conducted by outside contractors and legal instructors to ensure alignment with the Academy's training standards and philosophies, in addition to the compliance and adherence to all Department of Criminal Justice mandates.
- Develops and revises written examination questions that adequately and fairly test the trainee/student's mastery of lesson plan material.
- Conducts pre-examination and post-examination reviews.
- Supplements classroom instruction with appropriate written handouts and audio-visual materials (in person and virtual) with emphasis on mandated areas of legal study; supplements classroom instruction with the direction of in-class practical exercises related to conducting arrests, searches and seizures, interrogations, and courtroom proceedings.
- Schedules, coordinates, and participates in Moot Court practical training exercises in roles as a judge, prosecutor, or defense attorney, wherein trainees are assessed on their ability to effectively testify in a courtroom environment.
- Ensures that academy management, training staff and trainees/students are kept apprised of any pertinent changes in relevant laws and procedures impacting law enforcement training.
- Prepares and publishes documents or pamphlets (printed or digital) that focus on various legal topics as it pertains to law enforcement training and current case law.
- Provides remedial assistance to trainees/students, as determined, or directed.
- Ability to establish and maintain cooperative and effective relationships with member agency personnel, other Academy staff, and Virginia Department of Criminal Justice Services staff.
- Collaborates with the Department of Criminal Justice Services on legal curriculum and training performance objectives.
- Provides legal advice and assists with academy policy changes.
- Drafts and assists in formulating new policies and agreements.
- Ability to exercise analytical judgment in areas of responsibility.



- 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 plan, coordinate and utilize information effectively in a manner to improve activities and production.
- Possesses a clear and comprehensive understanding of the principles of effective leadership and positive relationship building.
- Able to exercise enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

EMPLOYMENT STANDARDS AND EDUCATIONAL REQUIRMENTS

Juris Doctor degree from an accredited law school.

Active membership and in good standing with the Virginia State Bar Association, preferably as a member of the Criminal Law Section.

Experience instructing legal topics to criminal justice personnel.

PREFERRED QUALIFICATION

Three to five years of prosecutorial or defense experience.

Program management experience.

LICENSURES/CERTIFICATION

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

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, must be of good character and reputation.



PHYSICAL REQUIRMENTS

This is moderately physical work. Tasks involve the ability to exert minimal physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard, workstation or standing.

Requires the ability to perform simple movements requiring moderate coordination, such as those required to operate office equipment. Some tasks require visual perception and the ability to orally communicate for extended periods of time.

Tasks are regularly performed in an office and controlled classroom environment without exposure to adverse environmental condition, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

SALARY AND BENEFITS

The salary range for this position is from \$79,201 to \$132,002, 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 Academy generally follows a four-days-per-week schedule, Tuesday - Friday, 6:00 a.m. - 4:30 p.m.

All Academy 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

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.

EQUAL OPPORTUNITY EMPLOYER

The Northern Virginia Criminal Justice Training Academy does not discriminate 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.

