

**VACANT POSITION**

**DEPARTMENT: CORRECTIONAL INSTITUTION**

**OBTAIN APPLICATION:** <http://spaldingcounty.com/careers.php>

**SUBMIT APPLICATION, PROOF OF EDUCATION, AND A COPY OF CORRECTIONAL OFFICER POST CERTIFICATION**

**APPLICATIONS TO: HUMAN RESOURCES OFFICE**

**CLOSING DATE: OPEN UNTIL FILLED**

Job Title: Training Officer (Position #1530)  
Salary: Pay Grade 18; Salary Range \$42,520  
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer  
Work Schedule: 8 hours per day, 40 hours per week. Occasional overtime required.

This position has been determined to be non-exempt under the provisions of the Fair Labor Standards Act.

**MINIMUM TRAINING AND QUALIFICATIONS:** High School diploma or state-awarded GED required; P.O.S.T. certification training which includes Basic Correctional Officer Training, two years experience as a P.O.S.T. Certified Instructor, General Instructor. Must be a P.O.S.T. Certified Firearms Instructor and capable of obtaining CPR/First Aid Instructor Certification and Defensive Tactics Instructor Certification. Must have three to five years as a Corporal or experience in an equivalent position. Must possess current valid Georgia driver's license.

**GENERAL STATEMENT OF JOB:** Under general supervision, trains public safety personnel through classroom lectures, demonstrations, and field exercises. Provides training in multiple courses or programs including advanced or specialized topics. Schedules training, develops and updates lesson plans, keeps training records, and assists with planning for the training for the needs of Spalding County.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate equipment used to restrain inmates and must be licensed to operate a firearm (firearms are not used in the jail, unless there is an emergency situation) and a variety of other equipment such as flashlight, automobile, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to thirty pounds frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of forty to sixty pounds.

**ESSENTIAL JOB FUNCTIONS**

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Provides classroom instruction on public safety topics: presents lecture material in a well planned, logical, articulate, and lively manner to maintain interest of students and maximize comprehension, following syllabi, course outlines and objectives established by the training division (P.O.S.T. & DOC); utilizes audio-visual aids, classroom exercises, and role playing to enhance student interest and comprehension of material; and administers and grades quizzes, tests and performance exercises to evaluate student progress and test comprehension and mastery of all course materials.

Conducts field training exercises: supervises assigned students during training exercises to ensure participation and completion of training; prepares site to ensure that all necessary equipment and supplies are in place and any potential hazards or impediments are eliminated; verifies that all students scheduled for exercise meet physical requirements and have completed necessary prerequisites; demonstrates proper techniques and coaches and corrects students as necessary; maintains efficient movement of students through exercise; intervenes immediately and decisively to correct or eliminate any situation which may endanger safety of students and staff, or result in damage to equipment and facilities; debriefs class thoroughly at end of exercise and provides feedback to students.

Develops and updates lesson plans for assigned courses: apportions class time to ensure thorough coverage of all areas mandated by department guidelines; ensures that lesson plans conform to department guidelines, legal requirements, and recognized professional standards; distributes new or updated lesson plans throughout agency to ensure consistency in training; evaluates, develops, and implements audio-visual materials and training aids to support course objectives; recommends and schedules outside trainers or guest speakers for class; coordinates with trainer or speaker to develop program which is relevant to students' training needs and which makes effective use of trainer or speaker expertise; and tailors training to meet specialized needs of institution or groups of students while maintaining adherence to department standards and requirements.

Develops, revises, and evaluates training for agencies or programs: Consults with management to determine needs for additional training and effectiveness of existing programs; evaluates training needs and training effectiveness through needs assessments, review of program evaluations, critical incident surveys, questionnaires, interview with specialists and experts; updates training to conform with state and federal law and recognized professional standards; researches developments in training techniques and technology; formulates and documents recommendations for changes or revisions to training.

Performs administrative duties related to public safety training: maintains accurate records of grades, attendance, student performance, and training units provided; enforces and documents behavior and dress code for assigned students; maintains copies of incident reports and files with management; maintains an accurate inventory of all training equipment and audio-visual aids, and ensures that equipment meets operational, safety, and sanitary standards; and tracks utilization of equipment and materials during training.

Maintain a consistent, high quality, customer-focused orientation when conducting and providing services or products to clients, the general public, and other external customers: communicates with customers and obtains all required information necessary to determine and address their specific needs; provides clear, accurate information; and explains procedures or materials or provides supplemental information.

## **ADDITIONAL JOB FUNCTIONS**

Trains students in use of firearms: demonstrates proper and safe techniques for handling, assembling, disassembling, and cleaning firearms; demonstrates and coaches students in proper marksmanship techniques; monitors students to insure that proper safety practices are followed at all times and intervenes immediately to correct any lapse in safety protocol; ensures that all weapons and ammunition are recorded as issued and are accurately accounted for at end of training; and supervises the care and maintenance of firing range complex equipment and supplies according to established procedures and safety standards.

Supervises assigned instructors: conducts regular performance conferences with subordinate staff to assess their needs, and monitor their professional growth and development; defines attainable goals and/or required results at the beginning of performance periods and gains acceptance of ideas by creating a shared vision; identifies specific problem areas and actions necessary for improvement; motivates staff to improve quality and quantity of work and provides developmental opportunities as appropriate.

Schedules training for agency personnel: reviews employee records to determine needs for mandated training; maintains training and certification records; and schedules and coordinates training with user agency to ensure that requirements are satisfied within deadlines and to avoid interruption of delivery of

services by user agency.

Provides specialized and advanced training in critical public safety skills or specialties such as operation of emergency vehicles, canine patrol, search and rescue operations, restraint of prisoners, emergency medical treatment.

Provides back up coverage or assistance for other positions when needed.

Performs other related duties as required.

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August 25, 2020