

Monroe County Sheriff's Office

CLASS TITLE: ACCREDITATION SPECIALIST

Pay Range: 09
Exempt: No
Shift: 8 HR w/Holidays

This class involves the provision of responsible administrative support to the Supervisor of Professional Standards of the Sheriff's Office. The work involves typing, word processing, maintaining logs and files, bookkeeping, receptionist duties and may involve activities such as preparation of payroll time sheets, research and/or special administrative projects, transcribing minutes, and inputting the results into the Public Folder of the Network. This class is also responsible for working with all divisions within the organization for the purpose of ensuring compliance with the standards set forth by the Commission on Accreditation for Law Enforcement Agencies (CALEA) and the Commission for Florida Law Enforcement Accreditation (CFA) and/or the Florida Corrections Accreditation Commission (FCAC). In addition, responsibility includes the inspection process, an essential mechanism for evaluating the quality of the agency's operations. In addition, specialized training in all aspects of Law Enforcement and or Corrections Accreditation is required within the first year in this position. Additional specialized updated training will then be periodically required to maintain this position.

QUALIFICATIONS REQUIRED:

Any combination of education and experience equivalent to graduation from high school. Great emphasis is placed on past work experience, communications skills, organizational skills, and the ability to analyze, compare, and evaluate often-complex support and operational systems. Demonstrable proficiency in the use of personal computers is an absolute must, with emphasis on word processing and database management.

JOB COMPLEXITY:

Edits and proofs reports, researches data and prepares or assists in the preparation of information for meetings or presentations. Additionally, this position requires a motivated individual to help examine, and analyze, and compare current standards with the required and optional standards as mandated by CALEA, FCAC and/or CFA, not only during the accreditation process, but also on a continual basis by way of assisting with inspections of units and their subordinate functions. A thorough working knowledge of the current general operations manual and accreditation manuals will be an absolute requirement. The ability to apply working knowledge of various computer platforms in the research and preparation of requisite reports is imperative.

CONSEQUENCE OF ACTIONS:

This position involves assisting in the application and maintenance of policy and standards as they relate to the organization and to the accrediting agencies.

ASSETS:

Position does not involve any responsibility for significant assets.

WORK CONTROLS:

Work is performed independently under the direct supervision of the Professional Standards Supervisor and must exercise independent judgment and take own initiative on most occasions.

- 70% Prepare and process files in accordance with accreditation standards.
- 20% Clerical duties - filing, answers phones, updates reports, compiles reports, prepares reports, making copies, and typing.
- 5% Assists in inspections outside of the office environment.
- 5% Miscellaneous – performs misc. job duties as needed and assists co-workers.

PERSONAL CONTACTS:

Position involves regular contacts with the staff of the Sheriff's Office; position also involves contacts with personnel from various other law enforcement agencies and with representatives from other government agencies, and the general public. In addition, this position assists in providing direction to individuals throughout to agency with an eye to creating, maintaining, and implementing written directives as mandated by organizational policy and the accrediting agencies.

SAFETY OF OTHERS:

Position does not involve responsibility for the safety of others.

PHYSICAL EFFORT:

Position does not involve physical effort beyond that encountered in normal everyday activities.

- Light lifting (up to 20 pounds)

HAZARDS:

Work is performed in an ordinary work surrounding that does present any significant hazards.

WORK ENVIRONMENT:

Work is performed in a typical office setting.

- works indoor - office setting

SUPERVISORY AUTHORITY:

Position does not involve any significant supervisory authority.

PERSONNEL SUPERVISED:

Position does not involve the supervision of Sheriff's Office personnel.

ESSENTIAL JOB FUNCTIONS:

Assist the director as agency liaison to CALEA and CFA and/or FCAV, and organizational components.

Assist the director as the agency representative to the Florida Police Accreditation Coalition (FLA-PAC).

Be thoroughly familiar with the accreditation standards and all aspects of the accreditation process; remain current in all accreditation matters, including proposed changes to CALEA and CFA standards.

Be thoroughly familiar with the General Operations Manual adopted by the Monroe County Sheriff's Office.

Work with the CALEA and CFA files and the "Agency Self-Assessment Program" (ASAP) Software and

CACE software.

Prepare all required reports for CALEA, CFA, and MCSO. Ensure required reports are signed by the director and submitted timely.

Assist in providing accreditation related assistance to other agencies in a timely manner as requested.

Assist in conducting periodic staff and line inspections to ensure that the agency's goals are being pursued.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of MCSO General Operations Manual.

Working knowledge of computer platforms such as window, etc.

Ability to consistently work well without supervision.

Ability to write accurate, clear, concise and timely reports using correct spelling, grammar and punctuation.

Ability to set and meet reasonable deadlines.

Ability to respond to sudden change and to prioritize accordingly.

Ability to effectively communicate with peers and members of the supervisory staff.

Ability to recognize subtle differences when comparing standards and to analyze the significance of such differences, and to apply those findings to current situations.

Sets up and maintains files, logs in a variety of records which may be confidential.

Type's letters, memorandums, forms and any other documents required and proofs material.

Exercises independent judgment with respect to real or potential problems and, on own initiative, brings to attention of appropriate member with recommended action.

Researches data and prepares or assists in the preparation of information for meetings or presentations.

Assists divisions and units as necessary.

May be required to attend quarterly accreditation meetings throughout the State of Florida.

Performs related work as required.

Knowledge of correct English, spelling and basic mathematics.

Working knowledge of the organization and administration, policies and procedures of the Sheriff's Office.

Considerable knowledge of modern office practices and procedures and the use of office equipment.

Considerable knowledge of filing and record-keeping systems.

Ability to understand and follow oral and written instructions.

Ability to exercise diplomacy and judgment in providing information and referring callers.

Ability to determine work priorities and meet deadlines.

Ability to establish effective working relationships with co-workers, outside agencies and the public.

Ability to use modern computer software and programs.

Ability to maintain and track accreditation standards that applies to both State and National.

Ability to thoroughly understand the General Policy Manual and draw reasonable comparisons to accreditation requirements.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Monroe County Sheriff's Office does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Revised 03/02/10 DAM