

State of Washington
Criminal Justice Training Commission
invites applications for the position of:
**Basic Law Enforcement Academy (BLEA)
Assistant Commander**



SALARY: \$6,000.00 - \$6,500.00 Monthly
\$72,000.00 - \$78,000.00 Annually

OPENING DATE: 01/06/16

CLOSING DATE: 01/29/16 05:00 PM

DESCRIPTION:

Agency Mission:

Establish high standards and exceptional training to ensure that criminal justice professionals in Washington State have the knowledge and skills to safely and effectively protect the life, liberty, and property of the people they serve.

Agency Profile:

Established in 1974, the Washington State Criminal Justice Training Commission (WSCJTC) provides law enforcement and corrections training to all police officers, corrections officers, fish and wildlife officers, tribal police, as well as providing training to county prosecutors, coroners, and private investigators. Located in Burien, the WSCJTC campus covers nearly 40 acres and is a full-service training facility with on-campus housing and meal service.

DUTIES:

The BLEA Assistant Commander will provide day to day supervision and coordination for the entire BLEA cadre under direction of the Basic Training Commander. These duties will specifically include:

- Supervise, train, and evaluate BLEA staff as directed by the Commander.
- Coordinate daily operations of BLEA classes and staff.
- Prepare and assist in the revision of curricula.
- Conduct and/or review all investigations of student disciplinary matters.
- Present periodic classroom instruction.
- Work closely with not only BLEA TAC Officers, but also Defensive Tactics and Firearms cadre.
- Act in the absence of the Commander.

QUALIFICATIONS:

Required Qualifications:

- Experience in law enforcement training at the WSCJTC, other law enforcement training programs, or in higher education.
- Expertise and decisiveness in resolving contentious personnel problems involving employees and/or students.
- Completion of, or ability to complete, WSCJTC's Instructor Certification Program.

- Five years of law enforcement or corrections experience at or above the rank of sergeant. Applicants must have been in good standing at the time of separation.
- Ability to demonstrate proficiency in widely used and contemporary computer based applications (Word, Excel, PowerPoint).
- Ability to work well in a team environment and with little or no direct supervision.
- Strong team building and leadership skills.
- Strong communication and problem solving skills.
- Ability to act as a role model for TAC staff and recruits.

Desirable Qualifications:

- Bachelor's degree or higher educational attainment in related field or an equivalent combination of education and experience.
- Experience with, and thorough understanding of, Problem Based Learning.
- Extensive experience in curricula development and delivery.
- Experience supervising, leading, and managing sworn and civilian staff.
- Experience not only in training in classroom settings, but also scenario based training (defensive tactics, firearms, etc.).
- Strong teaching and public speaking skills.

Note: Given the variety of criminal justice careers, we are open to considering “equivalents” to the listed qualifications.

SUPPLEMENTAL INFORMATION:

Compensation: This position is in Washington Management Service Band 2 and pays up to \$78,000 annually DOQ. Benefits include state retirement plans, deferred compensation, 11 paid holidays annually, paid vacation and sick leave, and an array of health, dental, life, and long-term disability insurance. For information on state employee benefits see www.pebb.hca.wa.gov.

Application Process: Please apply by email submission of a state application, chronological resume with salary history, and a cover letter addressing how your experience fulfills the principal responsibilities and qualifications. In addition, we require three professional references who can confirm and describe your technical and leadership skills. In addition, we request three personal references. Email materials to Sonja Peterson at speterson@cjtc.state.wa.us. Only electronic applications will be accepted. We must receive all materials no later than 5PM on Friday, January 29, 2016.

All applications will be considered confidential throughout the recruiting process. We will interview finalists' work references and will confirm educational attainment and criminal conviction records. We will assess your communication skills, in part, on the quality of your resume, cover letter, emails, and other written material.

We expect the Assistant Commander to start by March 1, 2016, and reserve the right to make a hiring decision at any time, so this recruitment may be closed without prior notice. We encourage you to submit application materials as soon as possible. If you have questions regarding this announcement, please email Sonja Peterson. Please visit our website at www.cjtc.state.wa.us.

Washington State Employment Application

Most state job opportunities are posted and applied for on careers.wa.gov. Follow the instructions located on the job posting and submit completed application directly to the hiring agency. If a Supplemental Questionnaire is included on the job posting, complete questionnaire and attach.

The State of Washington is an equal opportunity employer. Persons with a disability, who need assistance with their application in an alternative format, call (360) 664-1960 or 1-877-664-1960. TTY users should first call 711 to access the Washington Relay Service.

| General Information – Review all questions carefully before preparing your application. | | | | | | | |
|---|-------------------------------------|---------------------------------|------------------|---|--------------------------------------|------------------------|----------------------|
| Position (Job Title) and Agency | | | Job Number | | | | |
| Name (Last, First, and Middle Initial) | | | Email | | | | |
| Mailing Address | | | City, State, ZIP | | | | |
| Home Phone (Include area code) | | Work Phone (Include area code) | | Cell or Message Phone (Include area code) | | | |
| Promotional Information | | | | | | | |
| Do you currently hold permanent status as a classified employee within the Washington General Service or Washington Management Service? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | | | | |
| If yes , provide the following: Personnel Number: _____ Agency Permanently Employed: _____ | | | | | | | |
| Employment Preferences – Check all types and shifts you will accept. | | | | | | | |
| Type: | | | | | | | |
| Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Project <input type="checkbox"/> Non-Permanent (temporary) <input type="checkbox"/> Seasonal <input type="checkbox"/> Internship <input type="checkbox"/> | | | | | | | |
| Shift: | | | | | | | |
| Day <input type="checkbox"/> Evening <input type="checkbox"/> Night <input type="checkbox"/> Rotating <input type="checkbox"/> Weekends <input type="checkbox"/> On-Call <input type="checkbox"/> | | | | | | | |
| Education and Training | | | | | | | |
| Have you graduated from high school or passed the GED? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | | | | |
| List college, business school, military training, and other relevant education. | | | | | | | |
| School Name and Location | Month and Year Attended From and To | Credits Earned | | | Major | Type of Degree Awarded | Year Degree Received |
| | | Quarter | Semester | Other | | | |
| 1. | / | | | | | | |
| 2. | / | | | | | | |
| 3. | / | | | | | | |
| Employment History – This section must be completed. You may use this form for both volunteer and paid experience. *For volunteer work, 174.3 hours equals one month of experience. If you need more spaces, see the next page. | | | | | | | |
| 1. Present or Last Employer | | Employer's Address | | | Employer's Phone (Include area code) | | |
| Your Title | | Dates of Employment From / To / | | Total Months | Average Hours /Week | Last Salary | |
| Immediate Supervisor's Name | | Reason for Leaving | | Volunteer Hrs* | Number of Employees Supervised | | |
| Duties: | | | | | | | |
| 2. Previous Employer | | Employer's Address | | | Employer's Phone (Include area code) | | |
| Your Title | | Dates of Employment From / To / | | Total Months | Average Hours /Week | Last Salary | |
| Immediate Supervisor's Name | | Reason for Leaving | | Volunteer Hrs* | Number of Employees Supervised | | |
| Duties: | | | | | | | |
| 3. Previous Employer | | Employer's Address | | | Employer's Phone (Include area code) | | |
| Your Title | | Dates of Employment From / To / | | Total Months | Average Hours /Week | Last Salary | |

| | | | |
|--|------------------------------------|--------------------|--------------------------------------|
| Immediate Supervisor's Name | Reason for Leaving | Volunteer Hrs* | Number of Employees Supervised |
| Duties: | | | |
| 4. Previous Employer | | Employer's Address | Employer's Phone (Include area code) |
| Your Title | Dates of Employment From / To / | Total Months | Average Hours /Week Last Salary |
| Immediate Supervisor's Name | Reason for Leaving | Volunteer Hrs* | Number of Employees Supervised |
| Duties: | | | |
| 5. Previous Employer | | Employer's Address | Employer's Phone (Include area code) |
| Your Title | Dates of Employment From / To / | Total Months | Average Hours /Week Last Salary |
| Immediate Supervisor's Name | Reason for Leaving | Volunteer Hrs* | Number of Employees Supervised |
| Duties: | | | |
| 6. Previous Employer | | Employer's Address | Employer's Phone (Include area code) |
| Your Title | Dates of Employment From / To / | Total Months | Average Hours /Week Last Salary |
| Immediate Supervisor's Name | Reason for Leaving | Volunteer Hrs* | Number of Employees Supervised |
| Duties: | | | |
| 7. Previous Employer | | Employer's Address | Employer's Phone (Include area code) |
| Your Title | Dates of Employment From / To / | Total Months | Average Hours /Week Last Salary |
| Immediate Supervisor's Name | Reason for Leaving | Volunteer Hrs* | Number of Employees Supervised |
| Duties: | | | |
| 8. Previous Employer | | Employer's Address | Employer's Phone (Include area code) |
| Your Title | Dates of Employment From / To / | Total Months | Average Hours /Week Last Salary |
| Immediate Supervisor's Name | Reason for Leaving | Volunteer Hrs* | Number of Employees Supervised |
| Duties: | | | |
| Date and Signature – All answers and statements are true and complete to the best of my knowledge. I understand that the state may verify information, and that untruthful or misleading answers are cause for rejection of this application or dismissal if employed. Electronic applications do not require a signature; you may type in the date and your first and last name. | | | |
| Date | Signature | | |

Supplemental Profile Data

Government agencies require periodic reports about the state workforce for equal opportunity and affirmative action efforts. Providing such information about yourself is voluntary and your response will be used only in accordance with Washington State's equal opportunity and affirmative action efforts. For more information view the [Affirmative Action Definitions](#).

Submit completed form directly to the hiring agency.

| | | |
|--|---|--|
| Name (Last, First, Middle Initial) | | Job Number |
| Male <input type="checkbox"/> Female <input type="checkbox"/> | Are you a person with a disability? Yes <input type="checkbox"/> No <input type="checkbox"/> | Are you 40 years or older? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <p>What race or culture do you consider yourself? If you consider yourself two or more races, select all that apply.</p> <p><input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Hispanic or Latino</p> <p><input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or other Pacific Islander</p> <p><input type="checkbox"/> Black or African American <input type="checkbox"/> White or Caucasian</p> | | |
| <p>Veterans Information – Employment preference is given to veterans who meet state qualifications, their spouses or registered domestic partner. <i>Note: To qualify and receive veteran's preference, you may be asked to provide a copy of your record of discharge, DD214 or NGB Form 22 or alternate verification of military service with your application.</i></p> | | |
| <p>Are you a US Veteran? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Are you a Vietnam Era Veteran? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Are you entitled to compensation under laws administered by the US Department of Veterans Affairs (USDVA) for disability?</p> <p style="padding-left: 20px;">Yes, <input type="checkbox"/> I have a service disability rated at 30 percent or more.</p> <p style="padding-left: 20px;">Yes, <input type="checkbox"/> I have a service disability rated at 10 or 20 percent as determined by the USDVA which has resulted in a serious employment handicap and I can provide a letter from the USDVA confirming this status.</p> <p style="padding-left: 20px;">Yes, <input type="checkbox"/> I was discharged or released from active duty for a disability incurred or aggravated in the line of duty.</p> <p style="padding-left: 20px;">No, <input type="checkbox"/> I am not entitled to compensation as stated.</p> <p>Are you the spouse or registered domestic partner of an honorably discharged deceased veteran, OR are you the spouse or registered domestic partner of an honorably discharged 100% service disability veteran? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Did you serve during a period of war or a military campaign for which a campaign ribbon shall have been awarded? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Are you currently employed in permanent or permanent project positions in a state agency? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, were you called to active duty from employment with the state for at least 180 days? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, Dates _____ to _____ and Type of Discharge: _____.</p> | | |