



RECRUITMENT

The Washington State Criminal Justice Training Commission Assistant Commander

➤ *Basic Law Enforcement Academy* ◀

SALARY: Three-year contract (six-month probationary period) and complete reimbursement of salary and benefits to employing agency.

LOCATION: Washington State Criminal Justice Training Commission
19010 1st Ave S. Burien, WA 98148

CLOSES: **August 9, 2013**

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, Indian 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. The WSCJTC Headquarters is located in Lacey, Washington.

Agency Mission:

The Washington State Criminal Justice Training Commission enhances public safety by establishing Standards and Providing Education and Training.

Position Objective:

The Basic Law Enforcement Academy (BLEA) Assistant Commander shall provide full-time services to the WSCJTC for the purpose of coordinating training and supervision of the cadre staff, under the direction of the BLEA Commander.

Principle Responsibilities:

- Supervise and evaluate BLEA staff as directed by the Commander.
- Coordinate daily operation of BLEA classes and staff.
- Prepare and assist in the revision of curricula.
- Monitor BLEA cadre performance and complete comprehensive evaluations.
- Conduct and/or review all investigations of student disciplinary matters.
- Maintain scheduling and generate monthly staff and fiscal reports.
- Present periodic classroom instruction.
- Act in the absence of the Commander.

Desirable Qualifications:

This recruitment is open to any currently commissioned Sergeant (or rank equivalent) in the state with at least five (5) years of law enforcement experience. The ideal candidate will have:

- No sustained use of force complaints in the last three (3) years.
- Met or exceeded department standards/expectations as reflected in performance evaluations.
- Completed a course in Instructor Development or have demonstrated experience.

The successful candidate should also have the following knowledge, skills and abilities:

Knowledge of:

- The criminal justice system.
- Adult learning styles and principles.
- Training and instruction principles, content and methodology.
- Agency mission, goals, and objectives.
- Federal, state and local laws, ordinances and regulations.
- State, county, and municipal criminal justice agencies.
- Problem Based Learning as it relates to current curriculum.

Skills for:

- Effective communication/negotiation.
- Facilitation/instruction.
- Problem solving: analysis and strategy implementation.
- Public relations.
- Basic computer applications.

Ability to:

- Act as a role model to BLEA staff and recruit officers.
- Work with little or no supervision.
- Promote a cooperative work environment.
- Effectively develop and utilize resources.
- Identify cost effective approaches to responsibilities.
- Manage multiple tasks.
- Speak effectively in public.

Application Process:

Applicants wishing to be considered for this position shall forward a letter of interest, including a description of how he/she meets the desirable qualifications, resume, and a letter of support from their sponsoring agency. The application process will be competitive and candidates will be asked to complete a written exercise and participate in an interview process. A minimum of three personal and/or professional references must be made available at the time of the interview. Application packages must be received at the following address no later than **4:00 PM on August 9, 2013.**

Debbie Mealy, Deputy Director
Washington State Criminal Justice Training Commission
19010 1st Avenue South
Burien, WA 98148

The WSCJTC is an equal opportunity employer. Persons with disability who need assistance in the application process, or persons needing this announcement provided in an alternative format should call Sacheie Coaxum at (206) 835-7299 for assistance.

Website Address: www.cjtc.state.wa.us