

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2022**

LAW ENFORCEMENT TRAINING COORDINATOR

FLSA STATUS: EXEMPT – PAY GRADE: 20 – P

**JOB FAMILY: MANAGERIAL/SUPERVISORY- ACADEMICS
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

GENERAL STATEMENT OF JOB

The Law Enforcement Training Coordinator (LETC) plans, implements, coordinates, and manages the Basic Law Enforcement Program, which is audited by the Florida Department of Law Enforcement at the conclusion of each 770-hour program session. Educates and trains students to successfully pass each of the eighteen required end-of-course exams and five proficiencies, and prepares students to successfully pass the State Officer Certification Exam, a prerequisite for their law enforcement certification.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Manages and coordinates basic law enforcement training programs. Provides program information via communications with potential program participants.

Oversees daily activities of the various programs, tracks individual student attendance; monitors absences requiring make-up work; creates and maintains individual files for the 18 program courses; ensures proper preparation and maintenance of files for FDLE audit; resolves student issues; verifies delivery of complete and accurate instruction; and investigates allegations into rules violations and misconduct.

Mentors and advises program participants on appropriate social behaviors and best practices for job interviews. Conducts Exit Interviews for students leaving a Program prior to its completion.

Prepares, proctors, administers, and processes written examinations and practical exams.

Schedules programs, daily class and adjunct schedules; reserves rooms and program attendee resources; and notifies adjunct instructors on availability of course instruction blocks.

Oversees the application process; follows-up with potential program attendees; schedules and conducts pre-admittance program eligibility determination meetings; and conducts the Physical Abilities Test.

Prepares and submits required reports to FSCJ.

Conducts Orientation sessions to inform attendees about FSCJ and Academy Rules and Regulations, Title IX, Financial Aid, Veterans' Benefits, and FSCJ student programs relative to students who qualify for certain accommodations, and relays expectations of both FSCJ and the Florida Department of Law Enforcement (FDLE).

Manages and maintains classes files for audit by the Florida Department of Law Enforcement.

Prepares program participants for the State Officer Certification Exam.

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SUPERVISION RECEIVED

Supervision is received from the Director of Public Safety Training.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Ten (10) years of law enforcement experience to include at least five (5) years of civilian law enforcement experience. Three (3) years of related supervisory experience. Ability to speak about the law enforcement training experience from firsthand knowledge and/or experience.

PREFERRED QUALIFICATIONS

An Associate's degree from an accredited institution. Florida Department of Law Enforcement (FDLE) General Instructor certification. Florida Department of Law Enforcement (FDLE) High Liability Instructor certification(s).

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard. Must be able to set up and demonstrate all functions of the Criminal Justice Center Physical Ability test.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with subordinates, co-workers, the public, supervisors, etc.

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Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; and to perform college algebra.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in operating modern office equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, imposed by frequent deadlines, peak workload, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 12/2011
Updated: 07/2020, 4/2022