



# LARAMIE COUNTY

## JOB DESCRIPTION

**TITLE:** Sheriff Personnel & Training Officer

**FLSA:** Non-Exempt

**DEPARTMENT:** Sheriff

**REVISED:**

**Summary:** Under general supervision, coordinates personnel and training functions for the Sheriff's Department; manages recruiting process, coordinates training and maintains required training records.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Coordinates the recruitment process; monitors hiring process to assure adherence to personnel policies; coordinates and monitors recruitment program and interview process.
- Assists employees and management with the interpretation and correct application of County personnel policies, procedures and programs while exercising the highest degree of confidentiality and professionalism.
- Prepares and processes personnel action forms; maintains and updates confidential employee personnel files; maintains absolute confidentiality of all work-related matters, personnel records and information.
- Reviews changes in Wyoming Peace Officer Standards and Training (POST) program services, rules, regulations and policies; develops revised training requirements to meet new objectives; updates training content and schedule to respond to new regulations and procedures; assures effective communication of critical changes, training issues and best practices.
- Maintains and updates personnel training records and other documentation of employee qualifications; assures integrity of reporting and filing systems.
- Monitors and certifies in-house training programs; assures that training systems are results-oriented and return value to the organization.
- Acts as department quartermaster; manages inventory and maintains department-issued uniforms and equipment.
- Represents the Sheriff's Department to the media and the general public; prepares reports and materials for public relations issues.
- Identifies, attends and coordinates training and educational programs and seminars as needed.
- Assists and interacts with other Sheriff's personnel, County departments, outside organizations and businesses, and Federal, state and local law enforcement organizations in order to accomplish tasks.
- Participates in and presents education and information through community awareness projects; assists with Reserve program and informs residents on law enforcement activities, programs and resources.
- Performs other duties as assigned or required.



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### Knowledge and Skills:

- Knowledge of Sheriff's Department policies and procedures, rules of evidence, pursuit and search techniques and procedures, and criminal and traffic codes.
- Knowledge of County, state and Federal laws, statutes, rules, ordinances, codes and regulations governing personnel activities and training functions.
- Knowledge of modern law enforcement principles, practices, methods, techniques and equipment.
- Knowledge of training, testing and adult learning principles.
- Knowledge of the principles and practices of personnel administration, personnel files and records management
  
- Skill in recruiting applicants in accordance with established employment practices and methods.
- Skill in monitoring and controlling the confidentiality of human resources database, files and reports.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in preparing and maintaining accurate and complete records.
- Skill in operating a personal computer and software applications.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

### Minimum Qualifications:

Associate's Degree in Criminal Justice, Business Administration or Public Administration; AND four (4) year's personnel and training experience, preferably in a Law Enforcement agency; OR equivalent combination of education, training and experience. Must pass a thorough background investigation; must have a valid driver's license. Experience as a sworn Law Enforcement Officer is preferred.