



## Seminole County Sheriff's Office

### ACCREDITATION COORDINATOR

Class Spec Code: 1060

Established Date: 12/31/2016

Last Revised Date: 01/12/2022

Effective: 04/08/2022

#### Salary Range

\$17.96 - \$28.77 Hourly

#### Bargaining Unit

N/A

#### EEO

EEO4-Technicians

#### Occupational Group

N/A

#### FLSA

Non-Exempt

#### Benefit Code

FT BENEFITS

#### Physical Class

DTME

#### Classified Service

No

#### General Description

Administrative work for the Accreditation process, ensuring compliance with standards. Manage the written directive program to ensure they are in compliance with the state accrediting bodies. Ensuring that the most recent policies are maintained and distributed to the appropriate personnel.

#### Typical Duties

**Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.**

Provides assistance to divisions with technical support, including creating and revising forms, and researching information to draft or update policies in order to maintain agency compliance with national and state accreditations.

Review and coordinate agency policies and procedures for compliance with accreditation standards, revise written directives when necessary to assure accreditation standards are met with the appropriate division commander

Collects appropriate reports and proofs to satisfy state accreditation standards to be loaded into the accreditation software, while maintaining confidentiality learned or acquired as part of the position.

Plans preliminary and on-site assessments.

Serves as a mock assessor and/or on-site assessor as part of the F.C.A.C. Inspection Team, to review standards, proofs, and documentation of other agencies in Florida after attending Accreditation Manager and Assessor Training.

Draft policy revisions that affect accreditation standards, or send to appropriate division commander for review and /or revision, while tracking the status through the approval process, and formatting.

Ensure component specific directives reflect current practices. Review written directives reports, training records, and evaluations to ensure compliance during staff inspections.

#### Minimum Qualifications

- Bachelor's Degree; or an equivalent combination of training and experience
- Applicant must be able to work independently and maintain strict time sensitive deadlines
- Must possess and maintain a valid Florida Driver's License

#### Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Have a broad knowledge of policies, operational procedures, and administrative practices as well as considerable knowledge of the organizational structure. Have considerable knowledge of the accreditation process and requirements.

Thorough knowledge of business English, spelling, punctuation, and modern office practices and procedures. Thorough knowledge of Microsoft Office applications. Skill in the use of computers, and other equipment used to perform daily functions of position. Power DMS experience preferred.

Ability to maintain detailed accurate records and effective filing systems. Ability to communicate effectively both orally and in writing with Departments/Divisions and outside agencies.

Requires attention to detail, an ability to prioritize, and work with minimal supervision.

#### **WORKING CONDITIONS**

The work environment is generally in an office atmosphere, although the incumbent will be required to perform audits in other work areas of the Sheriff's Office.

#### **PHYSICAL ATTRIBUTES REQUIREMENTS**

**Mobility**-Mostly sedentary work but some standing and walking; constant use of a computer; May be required to drive an agency vehicle.

**Visual**-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work.

**Dexterity**-Frequent repetitive motion and reaching.

**Emotional/Psychological**- Frequent public contact; decision-making and concentration.

**Special Requirements**- Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural. Some assignments may require working weekends, nights, and/or occasional overtime.