



## Seminole County Sheriff's Office

### SR TRAINING COORDINATOR

Class Spec Code: 1070

Established Date: 12/02/2020

Last Revised Date: 02/11/2022

Effective: 02/11/2022

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#### Salary Range

\$19.76 - \$31.67 Hourly

#### Bargaining Unit

N/A

#### EEO

EEO4-Technicians

#### Occupational Group

N/A

#### FLSA

Non-Exempt

#### Benefit Code

FT BENEFITS

#### Physical Class

DTME

#### Classified Service

Yes

#### General Description

Administrative and technical work assisting in the development, implementation, and evaluation of in-service and specialized training programs for communications 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.**

Coordinates all training for new communications personnel. Provides classroom instruction, coordinates practical exercises and monitors the individual's training progress. Schedules trainees for placement on the training schedule and ensures trainees have been added to the various computer systems such as CAD, Café, and RapidSOS, EAGENT, etc.

Works closely with supervisors, assistant supervisors, training coordinator, and CTO's monitoring the status of new trainees. Ensures daily observation reports and evaluations are properly documented.

Coordinates training with the Training Coordinator to ensure all required training is complete.

Coordinates monthly-bimonthly CTO/Trainers meeting.

Ensures trainers are kept up to date of new policy and procedures, different training styles and techniques and ensures trainers are adhering to the guidelines in the trainer's manual. Coordinates interviews for applicants.

Coordinates continued educational training for communications personnel; schedules and coordinates all training activities for Communications.

Works very close with the agency's FCIC Agency Coordinator. Maintains a database with current information on each employees training status.

Updates and maintains the Standard Operating Procedures, Call Guides and Training manual for Communications.

Attends all meetings as designated by the Communications Manager relative to training for the Communications Center.

#### Minimum Qualifications

- Bachelor's Degree or Four (4) years' experience as a law enforcement emergency dispatcher
- Ability to become NCIC/FCIC certified within three months of employment
- Must receive certification as a training Instructor with APCO during first six months of employment
- 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.

Extensive knowledge of CAD, Café, RapidSOS, and EAGENT etc. Knowledge of the adult learning process and the development of meaningful training programs.

Ability to demonstrate ethical and professional behavior, analyze information or situations, synthesize information and/or circumstances, and solve problems. Ability to express ideas both verbally and in written form in a clear and concise manner. Ability to deal effectively and courteously with the public, co-workers, superiors, and subordinate personnel. Ability to instruct effectively in assigned subject areas.

### **Other Necessary Requirements**

#### **WORKING CONDITIONS**

The work environment for this position is in an office atmosphere and classroom environment. The incumbent performs most illustrative duties in a sedentary position or standing position. Work is generally performed during normal business hours although the incumbent may be required to work any schedule that fulfills the needs of the position.

#### **PHYSICAL ATTRIBUTES REQUIREMENTS**

**Mobility**-Frequent sedentary work; constant use of a computer;

**Visual**-Constant overall vision; constant color perception, constant eye-hand coordination; constant depth perception; frequent reading/close-up work; constant field of vision/peripheral;

**Dexterity**- Frequent repetitive motion and reaching; Foot and hand coordination;

**Hearing/Talking**-Constant requirement to hear normal speech; constant hearing on telephone and radio; ability to hear faint sounds; constant talking on telephone/radio;

**Emotional/Psychological**-Potential telephone contact with hostile individuals; exposure to emergency situations; may be exposed to trauma, grief and death; frequent public contact; decision-making and concentration;

**Special Requirements**-Ability to behave respectably and with utmost integrity even when off duty. Shift work (days or nights) with rotating days off including working weekends, nights, holidays, and/or overtime; May be required to respond for any critical incident, manmade or natural.