



## Seminole County Sheriff's Office

### TRAINING COORDINATOR

Class Spec Code: 1060  
Established Date: 10/11/2021  
Last Revised Date: 10/29/2021  
Effective: 02/14/2022

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#### Salary Range

\$17.52 - \$28.63 Hourly

#### Bargaining Unit

N/A

#### EEO

EE04-Technicians

#### Occupational Group

N/A

#### FLSA

Non-Exempt

#### Benefit Code

FT BENEFITS

#### Physical Class

DTME

#### Classified Service

No

#### General Description

Administrative and technical work assisting in the development, implementation, and evaluation of in-service and specialized training programs for division's 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 personnel. Provides classroom instruction, coordinates practical exercises and monitors the individual's training progress.

If applicable schedules trainees for placement on the training schedule. Ensures trainees have been added to the various computer systems such as XCAD, Café, Jail Management, Mobile CAD, eAgent and any additional platforms.

Ensures daily observation reports and evaluations are properly documented, if applicable.

If applicable, coordinates monthly-bimonthly CTO/Trainers meeting. Ensures trainers are kept abreast of new policy and procedures, different training styles and techniques. Ensures trainers are adhering to the guidelines in the trainer's manual.

Coordinates interviews for applicants.

Coordinates continued educational training for personnel; schedules and registers for training classes that are beneficial to the needs of the division. Coordinates all training activities for the division as applicable.

Maintains or updates database with current information on each employee's training status.

Updates and maintains the Standard Operating Procedures, Call Guides and Training manual for division as applicable.

Attends all meetings relative to training for the division.

Performs other duties as assigned or as may be necessary for the effective and efficient operations of the Sheriff's Office.

Assist in carrying out the mission of the assigned division.

Participate in creating and implementing training programs.

Maintain training records (e.g., trainee lists, schedules, attendance sheets, and post-training surveys)

Mapping out training plans and schedules designing and developing training programs (outsources or in-house)

Maintain knowledge of current training documentation and record maintenance required by the FDLE and the agency.

### **Minimum Qualifications**

- Bachelor's Degree
- 2 Years related experience or an equivalent combination of training and experience
- 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 XCAD, Café, Mobile CAD, eAgent and other various software systems. 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.

### **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**-Mostly sedentary work but some standing and walking; constant use of a computer;

**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.