

CLASS TITLE: ACCREDITATION COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision performs duties in the development of new and revised policies ensuring regulatory compliance of Commission on Accreditation of Law Enforcement Agencies (CALEA) accreditation standards and other related assigned duties.

ESSENTIAL TASKS:

- Reviews department policies and procedures for compliance with CALEA accreditation standards
- Assists in writing policies to ensure CALEA accreditation requirements are met
- Conducts policy research and surveys of other jurisdictions relating to CALEA accreditation standards
- Reviews and monitors administrative and operational activities for compliance with CALEA accreditation standards
- Maintains all records and reports associated with accreditation standards
- Attends CALEA, local accreditation network and various public meetings
- Responds to requests for information from other entities and the public
- Prepares reports on existing department operations and policies
- Provides training and instruction regarding CALEA accreditation standards as needed
- Must report to work on a regular and timely basis.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree in behavioral science, criminal justice, public administration or a related field and four (4) years of experience with a law enforcement agency; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles and practices of modern law enforcement and criminal justice systems; considerable knowledge and understanding of methods, techniques and technical terminology used in accreditation standards and procedures. Ability to write clearly and concisely; ability to present ideas effectively both verbally and in writing; ability to effectively communicate in public and serve as department liaison as needed; ability to work with all levels of internal/external personnel in diverse job functions, demonstrating excellent interpersonal skills; and the ability to understand and influence the behavior of others within the organization or the public in order to achieve job objectives.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 10 pounds; may be subject to walking, sitting, reaching, and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operators License.

WORKING ENVIRONMENT: Working conditions are primarily indoors in an office environment.

Class Code: 2527

EEO Code: N-02

Pay Code: AT-28

Group: Public Administrative and Technical

Series: General and Administrative

Effective date: November 18, 2015