Pennington County Sheriff’s Office Job Description

**Job Title:** Deputy Training Coordinator  
**Division:** Addiction Services and Law Enforcement  
**Reports To:** Training Manager  
**Grade:** 16 or 17  
**FLSA Status:** Non-Exempt  
**Approved Date:**

---

**Job Summary**

The Deputy Training Coordinator supports the training lifecycle of staff assigned to the law enforcement and addiction treatment services divisions of the Pennington County Sheriff’s Office. This will include preservice for new staff, position transfers and ongoing required training for staff annually.

This is a three year assignment opportunity, evaluated for continuation annually by the selected employee and applicable command staff.

This position is typically staffed Monday through Friday 7:30 am to 4:30 pm with the need for occasional flexible hours to accommodate shift training needs. Overnight travel may be required with notice, to the South Dakota Law Enforcement Training Academy or other conference/training event.

The ability to deliver quality training as an instructor is required along with excellent organization skills.

**Essential Duties and Responsibilities**

- Planning and coordinating division specific orientation and pre-service training for all new staff assigned to corresponding divisions. This includes:
  - Scheduling and/or requesting instructors for required courses
  - Preparing a schedule for the new staff members and their chain of command
  - Contacting the new staff member to welcome them and answer any questions
  - Communicating space needs to the Staff Assistant II for scheduling
  - Collection of attendance rosters, lesson plans and other training materials for the Staff Assistant II.
  - Being present to direct and assist new staff

- Overseeing field training of new law enforcement officers by coordinating with Deputy Training Officers (DTO) and the DTO Sergeant.

- Overseeing field training of new tech-Tech staff by coordinating with tech-Tech Training Officers and the Program Coordinator.
Pennington County Sheriff’s Office Job Description

- Planning and coordinating required annual training for specific job classifications within the assigned divisions.
- Working with division supervisors to complete annual staff training needs assessment to develop training plans.
- Assist the Training Manager in planning and coordination of hosted training.
- Instructing assigned courses as requested.
- Working with the Staff Assistant II assigned to training to maintain all training documentation, training rosters and all required information to be entered into the electronic record keeping database.
- Prepare Annual Training Report for review by the Training Manager, the Sheriff and State Law Enforcement Training.
- Serving as a mentor for new staff prior to assignment of direct supervisor.
- Maintaining division training materials and resources.
- Attending meetings as required.
- Adhering to Sheriff’s Office policies.
- Performing other duties as assigned.

Minimum Requirements

- HS Diploma or GED required.
- Current Deputy Sheriff with minimum 5 years of experience with the Pennington County Sheriff’s Office
- Possession of or ability to readily obtain a valid South Dakota Driver’s License within 90 days of moving to South Dakota.

Working Environment

The work is typically performed in an office and occasionally outdoors. The work requires the use of specialized law enforcement equipment.

Physical Requirements

While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is frequently required to walk, sit and reach with hands and arms. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision.

Pre-Employment/ Internal Promotional Requirements

Applicant will undergo a background investigation and pre-employment drug as outlined in Global Policy 2-23.
Pennington County Sheriff’s Office Job Description

Applicant will be required to successfully pass group testing standards as outlined in Global Policy 2-20.