



## POSITION ANNOUNCEMENT

### **Part-time Accreditation Assistant**

The Village of Wilmette is seeking to fill a newly created position of Part-time Accreditation Assistant to work in the Police Department. This is a civilian position who will work under the direct supervision of the Administration Manager. The person in this position will work 18 to 22 hours per week between Monday to Friday and 7:30 am to 5:00 pm.

#### General Responsibilities:

The successful candidate will assist with the accreditation process to ensure the Police Department maintains the standards required by the Commission on Accreditation for Law Enforcement Agencies (CALEA). Assists with the development and revision of department directives, policies and procedures to ensure they comply with the laws and accreditation standards. Manages and retains the documentation necessary for the accreditation standards. Plans and coordinates for assessment visits, including police department tours. Some travel is expected in order to attend the regional and national accreditation conferences. Prepares reports and correspondence, communicates with other departments and outside agencies as needed for the coordination of accreditation activities, and completes any other related tasks as assigned.

#### Position Requirements:

The successful candidate will have a Bachelor's Degree from an accredited university or college, and experience working in a law enforcement agency or a strong working knowledge of an accreditation process. A minimum of three years of experience related to CALEA is preferred. Candidate should be proficient in various computer software packages, including but not limited to Microsoft Office, Tyler Technologies New World, and PowerDMS.

Essential position requirements include exceptional organizational skills, detail-oriented, possess the ability to handle multiple and simultaneous projects, and be able to develop positive working relationships with co-workers. Ideal candidate should possess comprehensive knowledge of the accreditation standards and the process of accreditation. Candidate should have knowledge of federal, state and local laws and regulations pertaining to police department administration and crime prevention techniques. Candidate must be also be able to communicate and coordinate with others effectively.

#### Compensation and benefits:

The starting rate is between \$22.67 and \$27.00 per hour depending on qualifications and hours worked.

#### Selection Process:

Candidates should be prepared to undergo a Police background investigation and reference checks. Interested candidates must complete an employment application which may be downloaded from the Village's website at [www.wilmette.com](http://www.wilmette.com) and submit it along with a resume and cover letter electronically to [HumanResources@wilmette.com](mailto:HumanResources@wilmette.com). Paper submissions will not be accepted. The position will remain open until filled.

The Village of Wilmette is an Equal Opportunity Employer