



PRINCE WILLIAM COUNTY GOVERNMENT
invites applications for the position of:

POLICE ACADEMY FIREARMS INSTRUCTOR

An Equal Opportunity Employer

POSITION #: 113401

DEPARTMENT: POLICE

SALARY: \$41,853.50 - \$66,965.60 Annually

OPENING DATE: 08/11/10

CLOSING DATE: 09/01/10 11:59 PM

INTRODUCTION:

Prince William County Police is seeking qualified candidates for the position of Police Academy Firearms Instructor who are interested in working in an organization promoting public safety in the community. Position is located in Nokesville.

GENERAL DEFINITION OF WORK, TYPICAL TASKS, KNOWLEDGE, SKILLS AND ABILITIES:

GENERAL DEFINITION OF WORK:

Performs responsible protective services work planning, developing, managing and evaluating the day-to-day operation of the Police Academy firearms range. Work involves providing effective firearms training to all police officers in the use of weapons, special weapons and shotguns; training to increase skills to prepare for everyday situations and hazardous conditions; promotes safety and decreases potential for injuries.

Work is performed under regular supervision of Police Sergeant at the Criminal Justice Academy Training Center.

TYPICAL TASKS:

Ensures the day-to-day operations of the Criminal Justice Academy firearms Range and a safe training environment;
Provides firearms training for Police Officers, Sheriff's Deputies, Fire Marshals, law enforcement recruits and citizen groups to ensure the effective and safe use of weapons;
Oversees and manages the day-to-day operation of the Criminal Justice Academy firearms range in a manner that supports a safe and efficient training environment;
Provides instruction in the practical and tactical use of firearms;
Develops lesson plans, evaluates various training programs and maintains accurate records for all training provided to students;
Provides instruction in the use of special weapons and shotguns;
Conducts specialty firearms training using a variety of resources including audiovisual equipment and computerized simulators;
Inspects and repairs all department firearms and related equipment by performing complex mechanical functions;
Sets up, repairs and performs preventative maintenance on all firearms range equipment and target systems;

Observes and documents trainee deficiencies and offers guidance and remedial instruction to improve shooting skills;
Maintains range inventory by ordering supplies on a timely basis and as needed;
Provides recommendations for the purchase of training aids to support or improve the firearm training program;
Conducts and assesses proposals/staff studies relating to firearms, ammunition, equipment and related training issues;
Prepares reports and investigates any unsafe action at the firearms range facility;
Attends training seminars as needed or as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the laws and regulations regarding firearms and police training; thorough knowledge of pertinent Departmental and State Laws and ordinances; general knowledge of the principles, practices and of teaching techniques; some knowledge of Glock and Remington firearms; thorough knowledge of law enforcement firearms principles and concepts in order to conduct training classes in this field that are well structured and responsive; ability to maintain required State certification in firearms training and weapons repair; ability to maintain ample training material; ability to demonstrate firearms techniques such as marksmanship, assembly and disassembly of firearms range and firearms safety; ability to analyze situations and to adopt quick effective and reasonable courses of action with due regard to surrounding hazards and circumstances; ability to establish and maintain effective working relationships with employees and the general public; ability to communicate effectively both orally and writing.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to a high school diploma or GED with a minimum of 45 college credit hours; and 5-7 years law enforcement experience and a minimum of 3-5 years active experience as a Firearms Instructor.

PREFERENCES:

Glock, Remington and H & K armorer's certification preferred. Experience as a Firearms Instructor preferred.

SPECIAL REQUIREMENTS:

Must possess valid driver's license;
Must pass DMV record check, polygraph, background investigation, and employment physical;
Must be proficient in the operation of motor vehicles;
Must possess or obtain Virginia Department of Criminal Justice Services certification as a Firearms Instructor; and Certification in firearms specialized training as a Range Instructor within one (1) year of employment;

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.pwcgov.org>

Job #201000138
POLICE ACADEMY FIREARMS INSTRUCTOR
LW

OUR OFFICE IS LOCATED AT:
4380 Ridgewood Center Drive
Woodbridge, VA 22192
please apply on line at: <http://www.pwcgov.org>

Prince William County is an Equal Opportunity Employer and supports workforce diversity.

Prince William County determines the legal employment status of all County employees by utilizing a two step process. Document verification is the first step of the process which is required of all employers as set forth in the Immigration Reform and Control Act of 1986. The second step in our process is E-Verify, an Internet-based system made available by

the Department of Homeland Security and the Social Security Administration. This system permits the County to electronically confirm legal employment status of all new hires.

POLICE ACADEMY FIREARMS INSTRUCTOR Supplemental Questionnaire

- * 1. I understand that information provided on my application is used to determine my qualifications. A resume WILL NOT be considered in determining my qualifications for this position. Only information provided at the time of the application submission will be considered when determining my qualifications. Only responses to Supplemental Questions that can be verified in the Education and Work Experience sections on the application will be credited.
- Yes
 No
- * 2. This position requires any combination of education equivalent to a high school diploma or GED with a minimum of 45 college credits. Please select the option that reflects your highest level of completed education. Please ensure that your response can be verified within the education history section of your application.
- Associate's Degree or higher
 A high school diploma with a minimum of 45 college credits
 A high school diploma
 None of the above
- * 3. This position requires at least 5 to 7 years of law enforcement experience. How many years of law enforcement experience do you have? Please ensure that your response is able to be verified within the work history section of your application.
- More than 6 years
 5 to 6 years
 3 to 4 years
 1 to 2
 Less than one
 None
- * 4. This position requires 3 to 5 years of active experience as a Firearms Instructor. How many years of active experience as a Firearms Instructor do you possess? Please ensure that your response can be verified within the work history section of your application.
- More than 6 years
 5 to 6 years
 3 to 4 years
 1 to 2
 Less than one
 None
- * 5. Glock, Remington and H&K armorer's certifications are preferred but not required for this position. Please select from below, the weapons for which you are a certified armorer. Select all that apply. Please make sure that your selections are verifiable in the "Certificates and Licenses" section of this application.
- Glock
 Remington
 H&K
 Bushmaster
 Colt
 None of the above
- * 6. This position requires daily interaction with adult learners. How many years of experience do you have interacting with and providing instruction to adult learners? Please ensure that your response can be verified within the work history section of your application.

- More than 6 years
- 5 to 6 years
- 3 to 4 years
- 1 to 2 years
- Less than one
- None

* 7. With regard to the previous question, please identify the duties you performed in that capacity and the organization where you performed them?

* 8. As a police academy firearms instructor you will be required to develop lesson plans in the area of law enforcement use of deadly force. How many years of experience do you have in lesson plan development, research and instruction in the use of deadly force?

- More than 6 years
- 5 to 6 years
- 3 to 4 years
- 1 to 2 years
- Less than one
- None

* 9. Please explain any experience you have in lesson plan development, research and instruction in the use of deadly force.

* Required Question