



## Looking for a Flexible Full-Time or Part-Time Job? Enjoy the freedom of working from your home on your own schedule?

### Join our growing team as a Accreditation and Policy Content Maintenance Representative

The Accreditation and Policy Content Maintenance Representative partners with internal teams responsible for updating content and identifying appropriate accreditation related content by way of tagging within the Lexipol policy verticals. The position will require the ability to set priorities based on legislative update effective dates, emergence of best practice, and customer driven timelines.

#### KEY RESPONSIBILITIES:

- ★ Develop and prepare new policy content and updates to existing policy content for multiple jurisdictions.
- ★ Evaluate policies and other content using relevant information and individual judgment to ensure compliance with various state laws, regulations or standards and recommend change and updates as necessary
- ★ Interpret accreditation body standards and Identify existing content which satisfies designated standards
- ★ Collaborate with stakeholders including legal, content development, and quality assurance teams to provide high quality error free work products for public safety clients
- ★ Manage priorities to complete assignments within designated timeframes
- ★ Maintain records, files of work using spreadsheets and other tools
- ★ Confer with clients, subject matter and industry experts. Participate in group meetings to determine content to be developed for publication
- ★ Review published materials to recommend revisions in scope and format
- ★ Timely response to client and potential client inquiries within expected timeframes
- ★ Organize material on shared drive and complete writing assignments to department standards
- ★ Creates and updates Release Notes to chronologically document all changes to content and instruct clients in the appropriate steps to update and accept required changes

#### QUALIFICATIONS:

- ★ Comprehension of the purpose of policy and the ability to evaluate applicable material for content development for various law enforcement agencies
- ★ Strong knowledge of English composition and grammar standards
- ★ Possess heightened attention to detail enabling the detection of inconsistencies in format, legal citations, and context.
- ★ Ability to research case law, policies and procedures and other publications. Identify and understand the implication for both current and future policy and other related content.
- ★ Strong computer skills including proficiency in using Microsoft Office and ability to learn specialized software systems.

#### EDUCATION AND EXPERIENCE:

- ★ Minimum ten years of experience in the fire service with extensive policy writing experience or similar legal experience combined with industry experience.
- ★ Previous experience with law enforcement or corrections accreditation required
- ★ Active participation in the development, review and application of policies and procedures and the application of law to public safety activities is essential.
- ★ An undergraduate or graduate degree preferred.

**COMPENSATION AND BENEFITS:** Lexipol offers a fun work environment, competitive salary and annual bonus, comprehensive benefits including 401(k) with Company match.

**For consideration, please email your resume, cover letter with salary expectations to [hr@lexipol.com](mailto:hr@lexipol.com).**

**Subject Line: Accreditation Department**