



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

Join our growing team as a Corrections Policy Content Development Representative

The incumbent will research, develop, author, review and recommend policy and other content for the Corrections/Juvenile Detention product lines.

KEY RESPONSIBILITIES:

- ★ Develop and prepare new policy content and updates to existing policy content for multiple jurisdictions and multiple disciplines using proprietary software systems
- ★ Proactively identify current and future policy needs based on trends, best practices, case law, accreditation standards and other influences
- ★ 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
- ★ Manage priorities to complete assignments within designated timeframes
- ★ 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

QUALIFICATIONS:

- ★ Comprehension of the purpose of policy and ability to evaluate applicable material for content development for various correctional agencies
- ★ Strong knowledge of English composition and grammar standards
- ★ Experience in comprehending, developing and effectively presenting information and ideas with remote teams and contributing ideas within a collaborative environment
- ★ Ability to research case law, policies and procedures and other publications to identify and understand the implication of new information for both current and future policy and other related content
- ★ Strong computer skills including proficiency in using Microsoft Office and the ability to learn other software systems

EDUCATION AND EXPERIENCE:

- ★ Minimum ten years of experience in the public safety sector with the majority in corrections
- ★ Minimum two years supervisory experience involving the administration and management of a comprehensive public safety related program or similar legal experience
- ★ Active participation in the development, review and application of policies and procedures and the application of law to public safety activities is essential
- ★ Bachelor's degree or commensurate relevant experience
- ★ Virtual position- must have dedicated home office space with reliable high speed wi-fi connectivity

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 contentdevelopmentcareers@lexipol.com.

Subject Line: Corrections Department

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