



# CARROLL COUNTY SHERIFF'S OFFICE

COMMITMENT TO COMMUNITY

James T. DeWees  
Sheriff

## SENIOR RECORDS UNIT TECHNICIAN Grade W8 – Non-Exempt Starting Salary - \$41,663 annually / \$20.03 hourly

### **GENERAL DUTIES:**

This position is a mid-level position in the records unit and is responsible for checking, validating, and managing records and data after initial order entry associated with warrants, child support, domestic violence, civil process, expungements and FOIA requests. This position may also be responsible for statistical data. Employees in this position perform a variety of duties pertaining to the overall records management of the Sheriff's Office. Tasks required include: complex problem solving, detailed planning and organizing, attention to detail and accuracy to ensure quality control in all areas of records management. Work environment is a high volume, fast paced and is performed with extensive independence. Data entry is time sensitive and requires exactness. This position receives supervision from the civilian Supervisor of the Law Enforcement Records Unit.

### **AVAILABILITY:**

Primary Hours - Monday through Friday 7:00 a.m. – 4:00 p.m. with 1 hour lunch / Position may require flexing of hours for coverage

### **ELIGIBILITY:**

- Must be a U.S. Citizen or a resident alien
- Must be at least 18 years of age
- Must possess a high school diploma or GED recognized by the State Board of Education
- Must possess a valid driver's license
- Must be able to read, write, and speak English
- Must meet the minimum requirements set forth by the Carroll County Sheriff's Office (please visit our website at [sheriff.carrollcountymd.gov](http://sheriff.carrollcountymd.gov)).

### **QUALIFICATIONS AND REQUIREMENTS:**

- Minimum two years administrative support experience required
- Prior experience in law enforcement records management preferred
- Some college experience preferred
- Proficiency in Microsoft Office Applications
- Ability to successfully obtain and maintain CN1 certification within six months
- Position requires extensive periods of sitting
- Position may require the ability to lift 30-50 pounds, as well as push, pull or move objects
- Position requires extended periods of computer based tasks

*\*A comparable amount of training and experience may be substituted for the minimum qualifications*

### **ESSENTIAL TASKS:**

- Screens and provides information in response to telephone calls
- Compiles data and other information for reports as required
- Maintains and manages detainees
- Completes quality checks
- Completes periodic validations of records as required
- Closes out and cross checks served warrants and summonses
- Completes expungement process
- Enters, reviews, updates, modifies, quality checks, and validates information to ensure accuracy of initial data entry into multiple databases
- Conducts research and compiles statistics and data for audits
- Researches and develops resources and methodologies that create timely and efficient workflow
- Communicates effectively with managers, supervisors, co-workers, county departments, courts, citizens, media, and others, providing information, making referrals and assuring appropriate follow-through and/or resolution
- Maintains storage and retention schedules for all records within the section assigned
- Maintains strict confidentiality of sensitive police related information and data
- Provides backup supervisory coverage for the unit
- Performs any other related duty as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of Microsoft Windows based computer programs to include Word, Excel, and Outlook
- Knowledge of working with multiple records management/file systems
- Knowledge of initial order entry into multiple databases
- Knowledge of court system and paperwork associates with civil and criminal processes
- Knowledge of NCIC/METERS
- Must be detail oriented
- Must be self-directed with good interpersonal skills, strong work ethic, and ability to work with minimal supervision
- Ability to effectively organize, plan, and prioritize tasks in order to meet varied deadlines
- Ability to maintain current database for accountability of all required records
- Ability to exercise good judgment, courtesy, and tact in dealing with general public to resolve problems
- Ability to communicate appropriately and effectively to varied audience levels (supervisor/co-workers/public)
- Ability to establish and maintain constructive and cooperative working relationships with other staff, governmental agencies, and general public
- Ability to understand Law Enforcement agency rules, regulations, and policies
- Ability to read and interpret civil/criminal paperwork issued by Courts
- Ability to analyze and disseminate data from the Criminal Justice Information Center
- Ability to maintain a high level of confidentiality while managing sensitive information
- Ability to succeed in a team environment

**SELECTION PROCESS:** The selection will be based on, but not limited to the candidates successfully completing the following steps:

- Application
- Completion and review of Confidential Questionnaire and resumé
- Oral Interview Board
- Conditional Offer
- Polygraph Examination
- Background Investigation
- Physical / Medical Examination
- Final Command Review/Interview
- Final Job Offer

**REQUEST PROCEDURE:**

To be considered for this position, qualified candidates must complete and submit an employment application electronically through [PoliceApp.com](https://PoliceApp.com) **no later than 11:59 p.m. on Thursday, September 1, 2022.** For more information about this position visit our website at [sheriff.carrollcountymd.gov](https://sheriff.carrollcountymd.gov)

*“One or more positions may be filled using this vacancy announcement”*

*The Carroll County Sheriff's Office is an Equal Opportunity Employer*