



CARROLL COUNTY SHERIFF'S OFFICE

COMMITMENT TO COMMUNITY

James T. DeWees
Sheriff

DIGITAL RECORDS COORDINATOR Grade W15 – Non-Exempt Starting Salary - \$47,820 annually / \$22.99 hourly

GENERAL DUTIES:

This position is responsible for coordinating and assisting with responding to requests for criminal justice records in compliance with Maryland Public Information Act (PIA), Federal Freedom of Information Act (FOIA) as well as understanding and applying regulations regarding electronic records, protections applied to personal identifying information (PII), COMAR and other record/data release laws. This position is responsible for assisting the Unit/Section supervisor with the management and coordination of the collection, categorization, review, redaction, release, and retention of Body Worn Camera (BWC) and In-Car Camera (ICC) systems footage and data. This position is also responsible for completing technology-based tasks associated with the processing of Body Worn Camera and In-Car Camera video/audio records. This position performs a variety of duties pertaining to the overall support and management of the unit/section and also assists with coordinating tasks with the Law Enforcement Records Unit, State's Attorney's Office, Allied Law Enforcement agencies and other units and sections of the Agency. This position performs professional level administrative tasks. Tasks required include: complex problem solving, decision making, applying legal knowledge to the redaction of audio and video, detailed planning and organizing, attention to detail and accuracy to ensure quality control in all areas of digital records management. Work environment is high volume, fast paced and is performed with extensive independence. Workload is time sensitive and requires exactness. This position receives supervision from the Supervisor of the Digital Records Unit.

AVAILABILITY:

Primary Hours - Monday through Friday 8:00 a.m. - 5:00 p.m. with 1 hour lunch. Position may require flexing of hours for coverage. Schedule may adjust/vary depending on the needs of the unit.

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).

QUALIFICATIONS AND REQUIREMENTS:

- Paralegal certificate required*
- Thorough knowledge of legal nomenclature preferred*
- Minimum two years administrative / records management experience preferred*
- Prior experience in law enforcement / law enforcement records management preferred*
- Prior experience related to video FOIA preparation preferred*
- Prior experience in video technology / information systems management preferred*

- Prior experience with the management of evidence collection, dealing with highly visible and politically sensitive issues in responding to police, attorneys, and employees at all levels including executive management preferred*
- Prior experience related to coordinating requests with the public, courts, State's Attorney's Office, Allied Law Enforcement agencies, County departments, etc. preferred*
- Knowledge of the criminal justice system, laws, regulations and procedures related to assignment
- Position requires extensive periods of sitting
- Position requires extended periods of computer-based tasks to include extended periods of video review
- Position may require the ability to lift 30-50 pounds, as well as push, pull or move objects

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

ESSENTIAL TASKS:

- Supports the overall function of the unit/section; supports the other members of the unit as needed; coordinates requests, assignments and workloads with the unit/section supervisor and other units/sections in the agency
- Processes evidence requests, subpoenas, discovery requests, Maryland Public Information Act requests, Freedom of Information Act requests, and other legal and civil requests and correspondence
- Operates various computer systems to manage and track requests; enter, retrieve, review and redact videos; verify accuracy of entered data and make corrections; utilizes word processing, database, video/audio applications, redaction software and other programs as necessary
- Reviews digital evidence, records and related documents for redaction and dissemination in compliance with agency policies, procedures, rules and regulations; federal, state and local statutes, and public records laws to include records management and audits
- Utilizes specific guidelines to review, redact, tag, and categorize digital media and records, to include storage of data and the use of flash drives, CDs DVDs, and other media and equipment
- Prepares and processes video for redactions; edits various video formats
- Maintains records management security protocols and maintains confidentiality
- Completes expungement processes in compliance with court orders of expungements for Body Worn Camera (BWC) video and In-Car Camera (ICC) video and related criminal justice records
- Works with other agency personnel to maintain the Carroll County Sheriff's Office BWC/ICC program to include issuance of equipment, instruction, training, etc.
- Assists supervisory staff with coordinating inventory, equipment and vehicle assignments, maintenance of BWC/ICC and related computer equipment
- Assists with the maintenance, assignment, repair, issuance and replacement of Body Worn Camera (BWC) equipment and In-Car Camera (ICC) equipment (cameras, docking stations, cables, accessories, etc.) and related components
- Assists personnel in the use and navigation of BWC and ICC software in finding specific video files, sharing copies, and sharing files with authorized personnel and entities
- Assists staff with training on various related topics, to include software and hardware in use by the unit, camera equipment and operation; also assists with reviewing applicable laws, policies and guidelines in order to update training and operational documents
- Coordinates with Allied Law Enforcement agencies and multiple internal units and sections to assist with the use of BWC and ICC video data and footage
- Completes administrative and technical tasks related to administrative support, reporting, auditing and other related functions
- 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 strict confidentiality of sensitive police related information and data
- Performs any other related duty as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of legal nomenclature
- Knowledge of the criminal justice system, laws, regulations and procedures related to assignment
- Knowledge of Microsoft Windows based computer programs to include Word and Excel
- Knowledge of video redaction software
- Ability to maintain databases for tracking and accountability of all required records
- Ability to understand Law Enforcement agency rules, regulations, and policies
- Ability to understand the court system and paperwork associated with civil and criminal processes
- Ability to analyze and disseminate data from the Criminal Justice Information Center
- Ability to communicate effectively orally and in writing
- Ability to exercise good judgment in deciding when to act independently and when to refer
- Ability to read and interpret civil/criminal paperwork issued by Courts
- Ability to work independently with minimal supervision
- Ability to establish effective working relationships with other staff, governmental agencies, and general public
- Ability to exercise good judgement, courtesy, and tact in dealing with the general public to resolve problems
- Ability to multi-task, prioritize, and effectively and efficiently organize workload to complete tasks under pressure
- Ability to work within a team environment

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

- Completion of online Application
- Integrity Questionnaire
- Review of Resume
- Oral Interview Board
- Completion and review of Confidential Questionnaire
- 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://www.policeapp.com). **Applications must be submitted no later than 11:59 p.m. on Tuesday, February 7, 2023.** For more information about the hiring process, and to view a list of our disqualifiers, visit our website at 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