CARROLL COUNTY SHERIFF'S OFFICE

COMMITMENT TO COMMUNITY

James T. DeWees
Sheriff

RECORDS UNIT TECHNICIAN

Grade W4 – Non-Exempt
Starting Salary - $47,924 annually

GENERAL DUTIES:

This position is responsible for the timely processing of civil/criminal paperwork associated with specific areas such as warrants, child support, domestic violence, civil process, expungements and FOIA requests. In addition, you may be responsible to assist with maintaining records associated with the following reports - CIR, IR, AR, DUI, VR, Missing Persons. This position may require the viewing of sensitive photos that could be graphic in nature. 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 8:00 a.m. – 5:00 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 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)

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

- Minimum two years administrative data entry experience preferred
- Prior experience in law enforcement records management preferred
- Ability to effectively navigate and accurately enter data into multiple computer databases
- Ability to 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**
- **Enters data and other information for reports as required**
- **Works with paper and computer records within multiple management/file systems**
- **Obtains criminal history information through NCIC/METERS**
- **Enters, reviews, updates, modifies, quality checks, and validates information to ensure accuracy of data entry into multiple databases**
- **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**
- **Completes assigned tasks related to specialty areas**
- **Performs any other related duty as assigned**

KNOWLEDGE, SKILLS AND ABILITIES:

- **Knowledge of Microsoft Windows based computer programs to include Word and Excel**
- **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 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**
- **Ability to maintain current database for accountability of all required records**

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**
- **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. Applications must be submitted no later than 11:59 p.m. on Friday, November 27, 2026. 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