



# CARROLL COUNTY SHERIFF'S OFFICE

COMMITMENT TO COMMUNITY

James T. DeWees  
Sheriff

## **RECORDS UNIT TECHNICIAN – Inmate Records Unit**

**Grade W4 – Non-Exempt**  
**Starting Salary \$35,444**

### **General Duties:**

The Records Unit Technician is a full-performance level support position within the Carroll County Detention Center. Employees in this position perform a variety of duties related to the overall inmate records management within the Detention Center. Regular contacts are maintained with County and State Records Unit personnel, Judges, Judicial Assistants, Court employees, Law Enforcement/Correctional Officials, Treatment Facilities, co-workers, citizens and with the general public to receive, provide information and make referrals. The work environment is high volume, fast paced and is performed with extensive independence. Data is often time sensitive and requires exactness. Tasks require the following skills; complex problem solving, detailed planning and organizing; attention to detail and accuracy to ensure quality control in all areas of records management. This position receives supervision from the Support Services Assistant Commander.

### **Availability:**

Primary Hours - Monday through Friday 8:00 a.m. – 4:30 p.m. or 8:30 a.m. – 5:00 p.m. with a ½ hour lunch / Position may require on-call or flexing of hours for coverage.

### **Eligibility:**

- Must be a U.S. Citizen or a resident alien
- Must possess a High School Diploma or GED recognized by the State Board of Education
- Must possess a valid driver's license with no more than 4 current points
- Must be able, to read, write, and speak English
- Must meet 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 data entry experience preferred
- Prior experience in correctional records management preferred
- Ability to effectively navigate and accurately enter data into the Jail Management System
- 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

### **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 at all times of sensitive 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 Sheriff Office rules, regulations, and policies
- Ability to understand the court system and paperwork associated with detention center sentencing commitments, pre-trial commitments, court orders and bail review paperwork, extraditions, (IAD) Interstate Agreement on Detainers, detainers, Fugitive from Justice and Notices to the Warden.
- Ability to accurately calculate inmate diminution credits
- 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:

- Application
- Completion and review of Confidential Questionnaire and resume
- 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 employment application electronically through [PoliceApp.com](https://www.carrollcountysheriff.com/PoliceApp.com). Applications must be submitted **no later than 11:59 p.m. on Friday, July 9, 2021.**

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

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