



CARROLL COUNTY SHERIFF'S OFFICE

Sheriff James T. DeWees

COMMITMENT TO COMMUNITY

Records Unit Technician I – Domestic Violence Unit

Grade: W5/V5 – Non-Exempt

Starting Salary - \$32,261

**** THIS IS A GRANT CONTINGENT POSITION ****

General Duties:

This position is responsible for the timely processing of civil paperwork specifically associated with domestic violence. Other specified areas of the records unit include warrants, child support, civil process, expungements and FOIA requests. Employees in this position perform a variety of duties pertaining to the overall records management of the Domestic Violence Unit. 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:

Monday through Friday 8:30 a.m. – 5:30 p.m. with 1 hour lunch / Mandatory rotational weekend / holiday on-call

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
- 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 www.carrollcountysheriff.com / employment / hiring process)

Qualifications and Requirements:

- Minimum two years administrative data entry experience preferred
- Prior experience in grant management and/or law enforcement records management preferred
- 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
- Prepares and submits grant related reports as required
- Conduct sensitive interviews of victims of alleged abuse
- 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

Career Ladder Requirements:

- Records Unit Technician I – W5/V5 – Entry position graded as a W5/V5
- Records Unit Technician II – W9/V9 – Requires 2 years in Records Unit Technician I position and recommendation of Supervisor

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 our website at www.carrollcountysheriff.com or www.policeapp.com. Applications must be submitted **no later than 11:59 p.m. on November 14, 2017.**

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

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

Grant Contingent Employee Summary

Grant Contingent (GC) employees will be hired with an employment contract, developed by the County Attorney, which may include:

- Paid Time Off (PTO) – based on 15 days of weekly base hours per year. This will be pro-rated on weekly base hours and the length of the contract.
- Holidays – GC employees may be awarded Commissioner approved Holidays and Administrative Leave associated with building closures, emergencies, etc.
- Medical Insurance – offered to the employee for the duration of their employment. Medical, vision, dental, RX and EAP eligible. No retiree coverage available.
- Retirement – 3% of hourly salary will be added to the base pay to enable the employee to contribute to an IRA or to the County 457 plan on a pre-tax basis.
- Federal Laws would apply – FMLA, COBRA eligibility, Worker's Compensation, etc.

If the grant cannot fund health insurance, it will not be included. If the grant cannot fund several of these items, the position will revert to a C00 Contractual position.

The following does not apply to GC employees:

- Chapter 48 (Personnel Policies) of the County Code
- No Initial Probation
- No eligibility for STD, LTD
- No eligibility for life insurance, death benefit
- No eligibility for Tuition Assistance
- County Pay Plan does not apply
- Administrative Leave (other than building emergency)
- No leave carry over or pay out

The above information is a summary of benefits and eligibility to applicable policies and procedures. However, as this information is a summary, other policies and procedures may apply.