



**City of Salisbury
Police Department**

Victim/Witness Coordinator

Full-time

\$30,251 (Annually)

Full Range of Benefits

Duties: Under the direct supervision of the CID Supervisor this position assists with the needs of the Victims/Witness. Assists sworn Police Staff and the department as a whole in various capacities; performs other duties as assigned. Organize and track departmental records. Provide services as required for the identified population based on their particular needs. Submits quarterly reports as required

Requirements: High school Diploma or G.E.D. One year of law enforcement or criminal justice experience or a combination of education, training and experience. Must possess the ability to maintain composure in difficult and emergent circumstances. Must maintain highest level of confidentiality. Must have a working knowledge of City policies and procedures. Possess a high degree of organizational skills with a better than average command of computer software including but not limited to Microsoft Office Suite, the internet, and e-mail systems. Must possess a valid driver's license and pass a drug screen/background investigation.

Closing Date: Open until filled

APPLY: A Salisbury Police Department application packet can be found on the Salisbury Police Department's website (www.salisburypd.com). Submit a completed Salisbury Police Department application packet to:

Salisbury Police Department
699 W. Salisbury Parkway
Salisbury, MD 21801
Telephone : 410-548-3165

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