



DEPARTMENT: Salisbury Police Department
POSITION: Victim/Witness Coordinator
TYPE: Full Time
SALARY: \$32,745
BENEFITS: Full Range of Benefits
CLOSING DATE: Open Until Filled



Overview: We are Salisbury, Maryland, and our town was born from the headwaters of the **Wicomico River**. This special place, nestled squarely between the beaches and the bay, has been attracting people to its stunning location for almost **300 years**. Now one of the largest cities on the peninsula, Salisbury serves as the **Capital of the Eastern Shore**, combining vibrant economic opportunity, quality public education, world-class healthcare, reinvigorated environmental stewardship, globally known corporations, and an energetic and inspiring team of community leaders, to chart its own course, and craft a sound plan for its future.

Department: We, the members of the Salisbury Police Department, are committed to providing the highest quality of police services by empowering our members and the community to work in partnership with the goal of improving the quality of life within the City of Salisbury, while at the same time maintaining respect for individual rights and human dignity. **PRIDE** in our community, **PRIDE** in our department, **PRIDE** in ourselves.

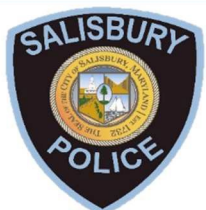
Profile:

Ensuring that all victims and witnesses receive professional handling consistent with their important investigative and prosecutor role. The Victim/Witness Coordinator will maintain liaisons with the victims/witnesses involved in the investigation, but also other criminal justice agencies, governmental and non-governmental agencies/organizations concerned with victim/witness needs and rights. The Victim/Witness Coordinator will complete some investigative tasks that do not require a sworn Coordinator, including but not limited to phone contacts, pawn checks and updating information on stolen property. Conducting surveys of victim/witness assistance needs and provide available services within our jurisdiction. The Victim/Witness Coordinator will also assist as directed other units/function of SPD to include but not limited to Safe Streets, Community Affairs and Recruiting.

Preferred Education: High School Diploma or G.E.D.

Preferred Experience: One year of criminal justice or law enforcement experience; Or equivalent training, education, and/or experience

Requirements/Certifications: Act as a representative of the City of Salisbury to the public; Effectively and efficiently organize and track department records; Maintain flexibility; Knowledge of Microsoft Office Suite, the Internet, e-mailing systems, and other relevant software or accounting packages; Effectively prioritize and multitask with attention to detail



How to Apply: A Salisbury Police Department application packet can be completed at www.Policeapp.com/SalisburyMD

**City of Salisbury HR, 125 N. Division St., Salisbury, MD 21801 jobs@salisbury.md;
 Phone: 410-548-1065; Fax: 410-548-3748**

