



DEPARTMENT: Salisbury Police Department

POSITION: Records Management Technician

TYPE: Full Time Position

SALARY: \$32,745 - \$35,444

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:

The Records Management Technician is responsible for performing clerical tasks to create and maintain records for criminal and traffic operations in the Police Department. Responds to request for audio/video recordings, along with supporting document for court preparation; Public Information Act (PIA), and Freedom of Information Act, (FOIA), and all other requests as directed. (Much of this video and audio information is graphic in nature and depicts acts of violence, serious assaults and in some cases death). Securely maintains sensitive and confidential data and the identification and thorough understanding of what constitutes important information of evidentiary value. Conducts weekly audits of the vehicle and body worn camera recording systems reporting discrepancies and deviation from policy to supervisor. Maintains daily reports related to general crime and traffic activity. Prepares and maintains a variety of correspondence, forms, memorandums, reports, routing requests, requisitions, etc.

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

Preferred Experience: One to two years' experience in records management; Or equivalent training, education and/or experience.

Requirements/Certifications: Effectively communicate and prioritize and multitask with attention to detail. Must pass a background check and drug screen.



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;
410-548-1065; fax: 10-548-3748

