



DEPARTMENT OF

# POLICE

## Police Records Management Technician

**Salary:** \$33,529

**Type:** Full Time

**Benefits:** Full Range of Benefits

**Closing Date:** Open until filled

### About Police

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, and PRIDE in ourselves.

### Profile

The Police Records Technician is responsible for preparing and maintaining a variety of correspondence, forms, memorandums, reports, routing requests, requisitions, etc. Furthermore, technicians are required to securely maintain sensitive and confidential data and the identification through the understanding of what constitutes important information of evidentiary value. Providing timely responses to all requests for Public Information Act (PIA), and Freedom of Information Act (FOIA), and all other requests as directed. Ensures accuracy of daily reports before submission and collects and correlates crime data to be reported to the FBI for mandated NIBRS reporting.

### Preferred Education

High school Diploma or G.E.D.

### Preferred Experience

No prior experience is required; however, experience in clerical/office records management, or equivalent training, education preferred.

### Requirements/Certifications

Must possess a valid driver's license and pass a drug screen/background investigation.

### How to Apply

**1 Visit [PoliceApp.com/SalisburyMD](http://PoliceApp.com/SalisburyMD)**

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.