

Worcester County Job Opportunities

Department: Sheriff's Office
Job Title: Records Specialist I
Compensation: Grade 12/Step 1 \$17.91 hourly/ \$37,253 annually
Grade 12/Step 5 \$19.75 hourly/ \$41,080 annually

Department: Sheriff's Office
Job Title: Records Specialist II (3 years equivalent experience as RS I)
Compensation: Grade 13/Step 1 \$18.80 hourly/ \$39,104 annually
Grade 13/Step 5 \$20.75 hourly/ \$43,160 annually

Application Period: Closes November 15, 2024 at 5:00pm

Salary range is based on qualifications and salary may be higher based on experience

Work Location: Worcester County Government Center, One W. Market St. Snow Hill, MD

Work Schedule: Four (4), Ten (10) hour shifts each week, Monday through Friday between 6:00am and 6:00pm as scheduled by the Records Supervisor. Occasional evening hours with shifts ending as late as Midnight. Schedules are subject to change at the discretion of the agency.

Job Summary:

Performs routine clerical tasks; does related work as required. Works under general supervision with a minimum of assistance performs clerical tasks of average difficulty, from assignment to completion. Responsible for processing all records, civil process papers and warrants received by the Sheriff's Office so that they may be served promptly. Serves as the Sheriff's Office focal point for calls and information related to civil process and for coordinating with the Sheriff's Office sworn personnel, the public, State's Attorney, and other allied agencies involved.

Essential Job Duties and Responsibilities:

- Receives and enters data from various sources into computer databases.
- Reviews police reports for the following: Inclusion in mandated reporting (Uniform Crime Report, State of Maryland Domestic Violence Report, Hate Crime Report); weekly motor vehicle accident report; accuracy of computer entries and timely completion; determination whether report is to be forwarded to the following agencies: State's Attorney, Department of Social Services, Department of Juvenile Justice, Liquor Control Board, Maryland State Police, State Highway Administration, risk management.
- Files and disseminates the incident reports and enforcement actions appropriately after data entry.
- Receives and processes petitions and orders for expungement according to State of Maryland Rules and Codes. Interfaces with Maryland Criminal Justice Information System (CJIS), Federal Bureau of Investigation (FBI) and District Court of Maryland via phone and correspondence to meet the mandated requirements for expungement. Research criminal history and makes corrections in RMS database to ensure compliance with the court order. Maintains files.
- Responsible for the prompt and accurate processing of all warrants. Process, validate, enter and clear warrants from the Maryland Criminal Justice Information System (CJIS) and the department's Records Management System (R.M.S.).

- Responsible for all civil process paperwork received by the Sheriff's Office. Civil process is a legislative requirement for the Sheriff and includes evictions, summons, subpoenas, garnishments, and many other legal documents that require civil process service. This responsibility involves a heavy workload and requires a thorough understanding of the legal requirements and fees associated with the many different types of legal documents.
- Contact on records, warrants and civil process paperwork and must handle calls from the public, landlords, lawyers, courts, and others. Must use diplomacy and tact in responding to inquiries.
- Receive and process summonses for police officers from Circuit Court and District Court.
- Receive and process Criminal Summonses from court and ensure they are served. Maintain log of service and appropriate files.
- Notify officers / Deputies of postponements of court dates.
- Provides support to the sworn Deputies in the Judicial Services Division to ensure that they have all the necessary information and files for proper process service.

General Tasks:

- Receive, sort and distribute all Sheriff's Office mail received from the post office and from the courts, the majority of the mail pertains to legal papers to be serviced, warrants, summons, scheduled court appearances, and must be distributed promptly.
- Perform other assignments and related functions as required.

Qualifications and Skills:

- High School Diploma
- Valid driver's license
- Certification by CJIS required after hire and continued recertification as required.
- Experience working in an office environment performing responsible administrative projects and programs with minimal supervision.

Physical and Environmental Conditions:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, personal computer, calculator, copier and fax machine. No significant standing, walking, moving climbing, carrying, bending, kneeling, crawling, reaching and handling, pushing and pulling.

SPECIAL REQUIREMENTS:

Successful completion of agency background investigation.

Worcester County Government Benefits Information

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at <https://www.jobs.worcestermd.gov>.

Paid Time Off

Full-time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick-time, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 15 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2024.

Medical Benefits

Full-time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full-time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

Retirement

All employees budgeted for 500 hours, or more are eligible to participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

Part Time Employees

Part-time employees are eligible to participate in the deferred compensation plan on the first day of the month after the date of hire. Part-time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

Extras for All Employees

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

For more information, please view our Benefits Guide at <https://www.jobs.worcestermd.gov> or call Human Resources at 410-632-0090.