

## Worcester County Job Opportunities

**DEPARTMENT:** Worcester County Sheriff's Office

**JOB TITLE:** Law Enforcement Support Specialist

**SALARY:** GRADE 18, STEP 1- 5 \$22.62 Hourly/\$47,050 Annually to \$24.96 Hourly/\$51,917 Annually contingent upon qualifications and experience

**BENEFITS:** Full-time employee Worcester County benefits to include, health insurance, paid vacation, sick leave, personal leave, holidays, and member of the Maryland State Retirement System.

**REGULAR HOURS:** 0800 - 1600, Monday through Friday, occasional on-call

**APPLICATION DEADLINE:** 6/27/22 - Until Filled

**JOB SUMMARY:** The Law Enforcement Support Specialist serves as central control point for external and internal agency requests for Body Worn Camera (BWC) and In-Car Camera audio/video footage; assists in the management of the BWC and In-Car Camera program; assist staff with Maryland Public Information Act requests; serve as civilian support for miscellaneous tasks needed at the Worcester County Sheriff's Office; other duties as assigned.

### GENERAL REQUIREMENTS:

- Safety sensitive position subject to drug and alcohol policy and random testing
- Possess and maintain a valid driver's license with less than 4 points
- Essential personnel subject to emergency call-back with little or no notice as needed
- Successfully pass pre-employment background investigation which includes fingerprinting, criminal history, motor vehicle history, work history, credit check, personal and professional references, and polygraph / CVSA.
- Successfully pass pre-employment medical / physical examination, and psychological evaluation
- Regular work week is Monday through Friday
- Must be able to work holidays / weekends if needed
- Must possess a history and exhibit the characteristics of honesty, reliability, integrity, and interpersonal skills. Any criminal conviction(s) and/or arrest(s) may be grounds for disqualification

### ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Provide first line support to field users of the BWC, In-Car Cameras and other related equipment/cameras.
- Acquire working digital image/copies and capture video/audio evidence from a variety of information storage media.
- Process and review all Agency-issued BWC requests and In-Car Camera requests per applicable laws and following given timelines and notification procedures.
- Review and redact reports, photographs and videos as required.
- Prepare images and video/audio for investigators and attorneys.

Salary Effective 6/27/22 New for FY 23

- Fulfill requests from the Worcester County States Attorney's Office and/or other prosecutorial entities for BWC and In-Car Camera audio and video footage.
- Fulfill requests from Agency members and other law enforcement agencies for BWC and In-Car Camera audio and video footage.
- Maintain Administrative rights to Axon system.
- Mark and store video/audio in accordance with established requirements.
- May testify in Court proceedings.
- Ability to obtain thorough knowledge of NCIC practices and requirements and achieve NCIC Certification
- Keeps supervisor and relevant others informed of issues in a timely fashion.
- Keeps informed on current audio and video release laws and regulations for all assigned job tasks.
- Attends meetings and participates in various teams when needed.
- Write and edit technical documentation and reports.
- Attend trainings relevant to Worcester County Sheriff's Office.
- Pursue appropriate certifications and receive ongoing training.
- Become familiar with, and follow, Worcester County Sheriff's Office and Worcester County personnel policies, particularly with regard to confidentiality, sexual harassment, drug-free workplace, and usage of Information Technology resources.
- Exercise respectful and professional behavior and communication with the public, judicial personnel, law enforcement personnel, and staff.
- Complete work assignments in a timely, accurate, and efficient manner.
- Attend various meetings and relay relevant information.
- Comply and enforce safety programs, policies, and work safely
- Ensures confidentiality of information and records and complies with record retention schedule
- Perform other related duties as assigned.

#### **QUALIFICATIONS AND SKILLS:**

##### **REQUIRED**

- Ability to obtain a thorough knowledge of the Maryland Public Information Act and proper law enforcement record practices and procedures.
- Ability to obtain a thorough knowledge of principles, practices and techniques of multimedia digital evidence
- Ability to exercise discretion in handling confidential information;
- Ability to obtain thorough knowledge of NCIC practices and requirements and achieve NCIC Certification
- Proficiency with the Windows operating system and Microsoft Office applications
- Demonstrated ability to work closely with allied agencies and prosecutors from States Attorney's Office.
- Ability to follow oral and written instructions;
- Ability to manage multiple tasks and competing priorities in a fast-paced, interactive, environment;
- Excellent organization and management skills;
- Strong communication, organizational, writing and analytical skills;
- Demonstrated commitment to public service and a strong academic and work record;
- Strong work ethic, ability to manage a highly demanding workload and a stressful work environment, and sound crisis-management, problem-solving, and decision-making skills;
- Demonstrated ability to work with sensitive and confidential materials

- Ability to follow verbal and written instructions; keep records and logs; complete written forms; and to communicate effectively with the public and coworkers.

#### **OTHER INFORMATION**

- During employment the employee is subject to quarterly mental health wellness evaluations
- This position is considered "essential" and is subject to mandatory overtime as needed

#### **PHYSICAL AND MENTAL DEMANDS**

- Ability to sit and stand for extended periods of time. May be exposed to graphic images obtained during video / audio processing. Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 20 lbs. No known significant hazard risks.

#### **TRAVEL**

- Expected to travel for various assigned training opportunities. Travel may be local, or regional.