



**City of Salisbury
Police Department**

Records Management Technician

Full-time

\$32,745 (Annually)

Full Range of Benefits

Duties: The Records Management Technician is responsible for the security of the Records Vault, to include maintenance of files, and ensuring that the proper procedures are followed. Ensure that Juvenile arrest records are collected, disseminated, retained and disposed of in accordance with state law. Ensure requests for copies of traffic accident reports are disseminated through the records component. Ensure that case files are logged in and out per policy including preparation for officers subpoenaed to court. Log all folders in appropriate journals and file. Ensure copies of offense and incident reports are not released to the public. Ensure that records are expunged and/or destroyed in accordance with our records retention schedule. Responds to request for audio/video recordings, along with supporting document for court preparation, Freedom of Information Act, (FOIA), and all other requests as directed. Collect funds from the sale of all reports.

Requirements: High school Diploma or G.E.D. Experienced in clerical or secretarial work or equivalent training, education, and/ or experience. Must possess the ability to effectively and efficiently organize and track department records, effectively prioritize and multi-task with attention to detail, and effectively communicate and maintain effective working relationships with other staff members and members of the public. Must maintain highest level of confidentiality. Act as a representative of the City of Salisbury to the public. Possess a high degree of organizational skills with a better than average command of computer software including but not limited to Microsoft Office Suite, the INTERNET, e-mailing systems, and other relevant software or accounting packages. Must have a working knowledge of City policies and procedures. Must possess a valid driver's license and pass a drug screen/background investigation.

Closing Date: Open Until Filled

APPLY: Submit a Salisbury Police Department application on line via the Department's website (www.Policeapp.com/SalisburyMD).

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Salisbury, MD 21801
Telephone : 410-548-3165

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