



Colonel Richard L. Hart Jr.  
Chief Deputy

James T. DeWees  
Sheriff  
**Office of the Sheriff**  
**Carroll County, Maryland**  
100 North Court Street  
Westminster, Maryland 21157  
TTY: 711/800-735-2258



Colonel Dennis A. Strine  
Warden

## **Background Investigator**

**Employment Type: Vendor**  
**Salary: \$25 per hour**

### **General Duties:**

This is a civilian position responsible for conducting background investigations for new hires for the Carroll County Sheriff's Office. The incumbent is responsible for the completion of comprehensive background investigations for prospective agency employees, as well as contract employees, vendors, and some county employees. These investigations are reviewed by the Hiring Manager in order to determine an applicant's suitability for employment.

### **Availability:**

Flexible hours with telework capabilities.

### **Eligibility:**

- Must be at least 18 years of age
- Must possess a valid driver's license; assigned duties may require travel to other agencies/locations to conduct in-person interviews
- Must be able to read, write and speak English

### **Qualifications and Requirements:**

The following qualifications are **required**:

- Candidate must possess 2 years of experience conducting comprehensive background investigations for Law Enforcement/Public Safety Agencies

**and/or**

- Candidate must possess prior Law Enforcement and/or Correctional experience

The following qualifications are **preferred, but not required**:

- Experience in interpreting records checks using NCIC, CJIS, MVA, or other criminal history databases
- Experience working in a recruitment process with a public safety agency conducting mandated (sworn) and non-mandated (civilian) background investigations simultaneously

### **Essential Tasks:**

- Extended periods of conducting computer-based tasks
- Locates, requests, and reviews information regarding criminal history, police reports, school transcripts, credit reports, driving records and other documentation available regarding applicant's life history

- Conducts background interviews with applicants, as well with their personal and employment references
- Communicates directly and clearly with applicants to obtain additional information, as needed to complete the background investigations
- Coordinates fingerprinting of the applicants, as necessary, and the review of their personal history information
- Confers with manager, supervisor, or hiring decision maker to discuss information obtained, scope of investigation(s) and/or to request additional instruction or advice, as needed
- Completes comprehensive background reports, to include applicant's strengths and weaknesses, as well as providing recommendations regarding suitability for employment
- Maintains strict confidentiality of sensitive information and data
- Communicates effectively with managers, supervisors, co-workers, allied agencies, courts, citizens, and others

#### **Knowledge, Skills, and Abilities:**

- Knowledge of Microsoft Windows based computer programs to include Word and Excel
- Ability to understand Law Enforcement agency rules, regulations, and policies
- Ability to work autonomously, needing little direct daily supervision while accomplishing assigned tasks
- Exceptional ability to communicate both orally and in writing
- Ability to meet deadlines and utilize all media outlets in order to meet the needs of the agency
- Ability to compile material that is grammatically correct and accurate in content
- Ability to work in a team environment
- Ability to exercise good judgement, courtesy, and tact in dealing with the general public to obtain information
- Ability to multi-task, prioritize, and effectively and efficiently organize workload to complete tasks under pressure and in a timely manner
- Ability to maintain information for accountability of all required records

#### **Further Instructions:**

- Please make sure sufficient information is provided on your application to show that you meet the minimum qualifications and requirements of this position. All information concerning your qualifications must be submitted by the closing date. Information submitted after the closing date will not be considered. Resumes will NOT be accepted in lieu of completing the online application.

#### **Selection Process:**

The selection will be based on, but not limited to the candidates successfully completing the following steps:

- Resumé
- Oral Interview
- Completion and review of Confidential Questionnaire
- Background Investigation/Fingerprinting
- Final Command Review/Interview
- Final Job Offer

#### **Request Procedure:**

**To be considered for this position, qualified candidates must complete and submit an application electronically through [PoliceApp.com](https://www.carrollcountyga.gov/policeapp).**

*"One or more positions may be filled using this vacancy announcement"*

*The Carroll County Sheriff's Office is an Equal Opportunity Employer*