



James T. DeWees
Sheriff

DIGITAL RECORDS TECHNICIAN

Grade W14 – Non-Exempt
Starting Salary - \$56,514 annually / \$27.17 hourly

GENERAL DUTIES:

This position is responsible for the timely processing of technology-based tasks associated with the processing of Body Worn Camera and In-Car Camera video/audio records in response to requests received by the Agency for criminal justice records. Work to be completed involves compliance with Maryland Public Information Act (PIA), Federal Freedom of Information Act (FOIA) as well as understanding and applying regulations regarding electronic records, protections applied to personal identifying information (PII), COMAR and other record/data release laws. Employees in this position are responsible for completing the review and redaction of Body Worn Camera (BWC) and In-Car Camera (ICC) systems footage and data in preparation for release in response to a request. This position performs a variety of duties pertaining to the overall work of the unit/section and may work in conjunction with the Law Enforcement Records Unit and other units and sections of the Agency. This position performs professional level tasks. Tasks required include: complex problem solving, decision making, applying legal knowledge to the redaction of audio and video, detailed planning and organizing, attention to detail and accuracy to ensure quality control for work performed related to digital records. Work environment is high volume, fast paced and is performed with extensive independence. Workload is time sensitive and requires exactness. This position receives supervision from the Supervisor of the Digital Records Unit.

AVAILABILITY:

Primary Hours - Monday through Friday 8:00 a.m. - 5:00 p.m. with 1 hour lunch. Position may require flexing of hours for coverage. Schedule may adjust/vary depending on the needs of the unit.

ELIGIBILITY:

- Must be a U.S. Citizen or a resident alien
- Must be at least 18 years of age
- Must possess a high school diploma or GED recognized by the State Board of Education
- Must possess a valid driver's license
- Must be able read, write, and speak English
- Must meet the minimum requirements set forth by the Carroll County Sheriff's Office (please visit our website at sheriff.carrollcountymd.gov)

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

- Paralegal certificate preferred*
- Thorough knowledge of legal nomenclature preferred*
- Prior experience in law enforcement records management preferred*
- Prior experience related to video FOIA preparation preferred*
- Prior experience in video technology / information systems management preferred*

- Prior experience with digital evidence collection, dealing with highly visible and politically sensitive issues in responding to police, attorneys, and employees at all levels including executive management preferred*
- Knowledge of the criminal justice system, laws, regulations and procedures related to assignment
- Position requires extensive periods of sitting
- Position requires extended periods of computer-based tasks to include extended periods of video review
- Position may require the ability to lift 30-50 pounds, as well as push, pull or move objects

**A comparable amount of training and experience may be substituted for the minimum qualifications*

ESSENTIAL TASKS:

- Completes review and redaction tasks of Agency Body Worn Camera and In-Car Camera video/audio records based on work assigned; based on requests, assignments and workloads received by the unit
- Manages work assigned and schedule to complete tasks on time based on due dates and timeframes indicated by policy, procedure or law
- Processes requests for redaction; applying guidelines and laws pertaining to the Maryland Public Information Act, Freedom of Information Act, and other legal and civil guidelines, procedures and laws
- Operates various computer systems to manage and track workload and status of assigned requests; enter, retrieve, review and redact videos; verify accuracy of entered data and make corrections; utilizing word processing, database, video/audio applications, redaction software and other programs as necessary
- Reviews digital evidence, records and related documents for redaction and dissemination in compliance with agency policies, procedures, rules and regulations; federal, state and local statutes, and public records laws to include records management and audits
- Utilizes specific guidelines to review, redact, tag, and categorize digital media and records
- Prepares and processes video for redaction; edits various video formats
- Maintains records management security protocols and maintains confidentiality
- Assists personnel in the use and navigation of BWC and ICC software in finding specific video files, sharing copies, and sharing files with authorized personnel and entities
- Coordinates with various units and sections to assist with the use of BWC and ICC video data and footage
- Completes administrative and technical tasks related to administrative support, reporting, auditing and other related functions
- Communicates effectively with managers, supervisors, co-workers, county departments, courts, citizens, media, and others, providing information, making referrals and assuring appropriate follow-through and/or resolution
- Maintains strict confidentiality of sensitive police related information and data
- Performs any other related duty as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of legal nomenclature
- Knowledge of the criminal justice system, laws, regulations and procedures related to assignment
- Knowledge of Microsoft Windows based computer programs to include Word and Excel
- Knowledge of video redaction software
- Ability to maintain databases for tracking and accountability of all required records

- Ability to understand Law Enforcement agency rules, regulations, and policies
- Ability to understand the court system and paperwork associated with civil and criminal processes
- Ability to analyze and disseminate data from the Criminal Justice Information Center
- Ability to communicate effectively orally and in writing
- Ability to exercise good judgment in deciding when to act independently and when to refer
- Ability to read and interpret civil/criminal paperwork issued by Courts
- Ability to work independently with minimal supervision
- Ability to establish effective working relationships with other staff, governmental agencies, and general public
- Ability to exercise good judgement, courtesy, and tact in dealing with the general public to resolve problems
- Ability to multi-task, prioritize, and effectively and efficiently organize workload to complete tasks under pressure
- Ability to work within a team environment

SELECTION PROCESS:

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

- Completion of online Application
- Integrity Questionnaire
- Review of Resume
- Oral Interview Board
- Completion and review of Confidential Questionnaire
- Conditional Offer
- Polygraph Examination
- Background Investigation
- Physical/Medical Examination
- Final Command Review/Interview
- Final Job Offer

REQUEST PROCEDURE:

To be considered for this position, qualified candidates must complete and submit an employment application electronically through [PoliceApp.com](https://www.carrollcountymd.gov/policeapp). **Applications must be submitted no later than 11:59 p.m. on Wednesday, January 31, 2024.** For more information about the hiring process, and to view a list of our disqualifiers, visit our website at [sheriff.carrollcountymd.gov](https://www.sheriff.carrollcountymd.gov).

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

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