

ATTENTION:

The Charles County Sheriff's Office
Is now accepting applications for
the position of
Heroin Coordinator
Salary: Grade 11/ \$48,116



This grant funded, non-critical position involves work relative to a variety of technical duties to include recovering evidence from cell phones and computers. The employee will utilize various in-house databases and external databases to create, manage, and organize comprehensive analytical reports. The employee receives supervision from, and reports directly to, the Sergeant, Major Narcotics Unit.

REQUIREMENTS:

- Bachelor of Science (B.S.) Degree in Computer Science, Geographic Information Systems (GIS), Criminal Justice or related field, and/or equivalent combination of education, experience, and training which provide the required knowledge, skills, and abilities.
- Prior police or government experience is preferred.
- Experience using various computer operating systems to include Windows, Microsoft Office Professional, Computer Aided Dispatch (CAD), Records Management Systems (RMS), and any statistical programs.
- Must be able to complete training provided by H.I.D.T.A. regarding Case Explorer, Communications Analysis portal.
- Experience with Cellebrite equipment or similar mobile forensic devices or have the ability to become trained within the first year of employment.
- Ability to conduct in-house analyses for the jurisdiction and to further examine information provided by HIDTA, as well as to specifically examine fatal overdose data for prosecutorial purposes.
- Ability to work with the Narcotics Enforcement Section or County Drug Task Force, which may consist of Federal Law enforcement, local municipalities and the State Police.
- Ability to review drug overdose reports and collect data from the reports to be provided to HIDTA through the Case Explorer Program.
- Ability to prepare written reports and work assignments in a timely and efficient manner.
- Ability to prepare crime trend reports and pattern bulletins to include any statistical abnormalities, modes of operation, movement patterns, mapping, and chart products on analysis.
- Ability to testify in court and at other proceedings in a clear, well-organized, and logical manner to accurately provide information describing events, objects, processing methods, and evidence associated with the case.
- Knowledge of techniques for recovering and preserving physical evidence.
- Ability to document investigations, including the recovery of evidence.
- Ability to utilize a high level of discretion, good judgment, and confidentiality.
- Possess skills in making effective presentations before a large or small group.
- Ability to read, write and comprehend various documents.
- Possess a valid driver's license.
- Ability to pass a comprehensive background investigation.
- Ability to pass random drug testing.

APPLICATIONS AVAILABLE

Online at: www.ccsso.us

Please submit completed application and resume to:
Human Resources, P.O. Box 189, La Plata, MD 20646
Or by fax to : 301-609-6420
For more information call: (301) 609-6417

Agency employees interested in transferring to this position must submit a Form #301, with resume, to the Human Resources Section.

Closing Date: Monday, September 26, 2016 by 4:00 p.m.
AN EQUAL OPPORTUNITY EMPLOYER