

ATTENTION:



The Charles County Sheriff's Office
Is now accepting applications for the position of
Part-Time Intelligence Technician
Salary: Grade C/ \$14.81 per hour



This part-time position provides technical and administrative support to the Homeland Security and Intelligence Section, Criminal Investigations Division. Assignments are carried out in accordance with general work instructions and established office practices and procedures. The employee receives supervision from, and reports directly to, the Supervisor, Homeland Security and Intelligence Section.

REQUIREMENTS:

- Graduation from a recognized high school or possession of a General Education Development (GED) certificate recognized by the Maryland State Board of Education.
- Two (2) years of computer terminal operation experience.
- Two (2) years of experience in clerical office support, or, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Ability to assist the Intelligence Detective in gathering and disseminating information to other law enforcement agencies through various reports to include resumes, bulletins, and electronic notification systems.
- Ability to schedule all meetings and prepare all correspondence and the dictation and transcription of minutes for the Southern Maryland Information Center (SMIC) monthly meetings.
- Ability to compile data from the Computer Aided Dispatch (CAD) system for analysis purposes in support of the Joint Intelligence Function.
- Ability to maintain the yearly case logs for the Homeland Security and Intelligence Section.
- Ability to prepare and submit criminal information and inquiries to the Maryland State Police Homeland Security and Criminal Intelligence Bureau through direct contact or the Drug Enforcement Computer (DEC) system.
- Ability to be certified under the Criminal Justice Information System (CJIS) Certification Program.
- Ability to transcribe dictation which has been recorded.
- Ability to read, write, comprehend, and speak English in a clear, effective manner, using proper pronunciation, diction, and grammar.
- Must pass a typing test with a minimum of 25 words per minute, as well as various clerical skills tests, to include, spelling, grammar, and data entry tests.
- Ability to utilize a high level of discretion, good judgment, and confidentiality.
- Ability to maintain a high level of accuracy in assigned tasks.
- Ability to pass a comprehensive background investigation.
- Ability to pass random drug screening.

Applications available online: www.ccsso.us

Closing Date: Thursday, March 30, 2017 by 4:00 p.m.

Please submit resume with completed application to:
Human Resources, P.O. Box 189, La Plata, MD, 20646

For more information call: (301) 609-6417

AN EQUAL OPPORTUNITY EMPLOYER