



Charles County Sheriff's Office



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

CPU SPECIALIST I

Division: Corrections
Section: Central Processing Unit
Pay Grade: 1F
FLSA Status: Non-Exempt
Classification: Part-Time
Updated on: December 2023

JOB SUMMARY

This **part-time, operational** position that performs a variety of clerical duties relative to the collection and maintenance of computerized data received from individuals who are detained at the Charles County Detention Center, to include those incarcerated individuals that have been sentenced or inmates awaiting trial. The employee receives supervision from, and reports directly to, the **Supervisor, Central Processing Unit** and will be required to have indirect contact with incarcerated individuals.

ESSENTIAL JOB FUNCTIONS

- Enters data into the Keystone Arrest/Booking Program and computer system.
- Enters arrest information into custody management system.
- Processes committed incarcerated individuals by collecting, entering and updating data on incarcerated individuals being held without bond, cannot make bond, or are sentenced by the Courts to include, properly accounting for the receipt of incarcerated individuals' valuable properties and completing the appropriate paperwork for the incarcerated individuals' files.
- Enters and retrieves information from computerized records systems to include: Maryland Electronic Telecommunication Enforcement Resource System (METERS), National Criminal Information Center (NCIC), CJIS mainframe (RAPS).
- Updates and clears served warrants from METERS/NCIC and local computer systems without delay to prevent an individual from being arrested more than once on the same warrant.
- Updates currently incarcerated individuals status from court documents.
- Verifies State ID (SID) numbers for every entry into arrest booking.
- Lodges detainees received from other Agencies.
- Prints DNA forms for qualifying crimes.

- Documents electronic monitoring, when ordered by the courts.
- Verifies if fugitives are on the ICOT program and makes notification to Parole and Probation, or other states.
- Checks the wanted status of all subjects arriving and leaving CCDC.
- Sends hit confirmations to outside Agencies for wanted persons.
- Determines sexual offender status of incarcerated individuals to be registered or re-registered, corresponding with the State when necessary.
- Scans documents into the imaging system and file, as needed.
- Files documents, papers, letters, and various records, as necessary.
- Inputs and retrieves information from the Agency's database file.
- Answers telephones and responds to callers as needed. Forward calls to the appropriate person or takes accurate messages.
- Attends and participate in meetings and training sessions, as required.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or an acceptable equivalency diploma (GED). One (1) year of general office experience to include computer terminal operation experience, or, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Licenses or Certifications:

- Must possess a valid driver's license.
- Must be certified by the Criminal Justice Information System (CJIS) for access into the State and federal computer networks.

Special Requirements/Qualifications:

- Must pass a typing test of 25 words per minute.
- Must pass various computer skills tests, to include spelling, grammar, and data entry tests.
- Must pass a comprehensive background investigation.
- Must pass random drug screening.
- Must perform work in accordance with sound safety practices.
- Must report for duty in a regular and punctual manner.
- Must work overtime and work varying hours on a rotating schedule including days, evenings, midnights, weekends, and holidays, as required.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices, rules and regulations found in Standard Operating Procedures (SOP), and other manuals pertinent to the assigned job classification.
- Knowledge of office practices, procedures, and equipment.
- Knowledge of business English, spelling, and punctuation.
- Knowledge of federal, state, and local laws pertaining to confidentiality of police records.
- Knowledge in the use of office equipment such as a typewriter, calculator, computer, fax, and copy machines.
- Skill in composing correspondence, setting up and typing accurately and with reasonable speed, a variety of correspondence, reports, and other materials from rough draft or handwritten copy.
- Skill in coding, categorizing, and filing records, and other materials.

- Ability to communicate effectively and coherently with other Agency personnel and the public, either in person or by telephone.
- Ability to read, write, comprehend, and speak English in a clear, effective manner, using proper pronunciation, diction, and grammar.
- Ability to arrive at effective decisions for routine situations.
- Ability to utilize a high level of discretion, good judgment, and confidentiality.
- Ability to assimilate information from a variety of resources.
- Ability to analyze, evaluate, and select, often with limited information, the best course of action.
- Ability to maintain a high level of accuracy in assigned tasks.
- Ability to organize and determine priorities of diverse assignments.
- Ability to enter and retrieve data from the computer system.
- Ability to read and comprehend various documents.
- Ability to accurately proofread reports.
- Ability to maintain effective working relationships with coworkers and supervisors.
- Ability to appropriately accept supervision, criticism, and evaluation.
- Ability to maintain professional decorum at all times.
- Ability to maintain sensitivity to people from varying ethnic, religious, sexual, and socioeconomic backgrounds.
- Ability to deal tactfully, effectively, and equitably with people, both within and outside the Agency.
- Ability to comply with Agency policies and procedures as outlined in the Administrative and Operational Manual.

PHYSICAL DEMANDS

The work is sedentary with frequent periods sitting for prolonged periods of time, answering the telephone, and operating computer equipment. Must be able to climb a step stool or stoop down to reach file drawers just above or below arm level; read computer screens and be able to distinguish colors; manipulate keys and keyboards, file drawer latches, and file folders (locating, removing, inserting). Ability to lift and carry up to 25lbs.

WORK ENVIRONMENT

Work is performed primarily in an office setting with frequent interruptions due to being in a high traffic area. In this work environment, employees may become exposed to obscenities, chemical agents, drugs, blood borne pathogens or potentially infectious materials under certain circumstances.