



## **BALTIMORE POLICE DEPARTMENT POSITION POSTING**

**POSITION:**                    **Contract Service Specialist I**  
                                     **Special Investigation Section Family Crimes**

**DATE POSTED:**    **April 25, 2017**

**DATE CLOSED:**    **May 8, 2017**

A vacancy exists within the Family Crimes Section for a Contract Service Specialist I.

### **Responsibilities:**

Working as part of a dynamic team and under general supervision, the successful candidate will maintain the domestic violence reports database via Lotus Notes. The Family Crimes Unit processes approximately 9,000 – 10,000 domestic violence reports a year. The Contract Specialist will be responsible for administrative functions including but not limited to:

- Inspecting domestic violence reports for compliance with departmental procedures.
- Entering domestic violence reports into Lotus Notes and maintaining the domestic violence database.
- Ensuring correct and prompt service of criminal background investigations.
- Maintaining and providing statistical data and reports to appropriate agencies.
- Working to streamline procedures to increase efficiencies and effectiveness of the BPD domestic violence response.
- Providing prompt, safe and effective ways to assist victims of domestic violence.

### **Minimum Requirements:**

- **Retired Baltimore City Police Officer**
- Graduation from an accredited high school or possession of a high school equivalency certificate
- Experience performing data entry
- Proficient in the use of Lotus Notes and Microsoft Office products (Word, Excel, PowerPoint and Outlook )
- Outstanding interpersonal skills
- Excellent organizational skills
- Ability to effectively manage time with limited supervision

Interested applicants must submit a cover letter and resume to Lieutenant Tiffany Brown, Family Crimes Unit (tiffany.brown@baltimorepolice.org), no later than May 9, 2017. This is not a sworn position. While we are appreciative of all applicants, only candidates selected for interviews will be contacted. BPD is an equal opportunity employer.