



BALTIMORE POLICE DEPARTMENT POSITION POSTING

Contract Specialist I Special Investigation Section Family Crimes

The Baltimore Police Department is currently recruiting for a Contract Specialist I to maintain the domestic violence reporting.

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:

- **Must be a 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

This position will serve for a period of one year beginning on the date of Board of Estimate approval. Future contract renewal is subject to position need and the availability of funds. This contractual position will remain posted until filled.

Interested applicants must submit a cover letter and resume to Lieutenant Tiffany Brown, Family Crimes Unit (tiffany.brown@baltimorepolice.org). This is not a sworn position. While we are appreciative of all applicants, only candidates selected for interviews will be contacted.

This is a non-benefited temporary position for a Retired BPD Police Officer

EOE/M/F/D/V TTY: 711