



Senior Office Associate- Patrol

Washington County offers a full compensation package that reflects how much we value our employees. Please take a look at what you can expect to earn during your first year as a full time Employee with Washington County Government:

- ✓ **Sixty (60) Paid Personal Hours**
- ✓ **Eighty (80) Paid Vacation Hours**
- ✓ **Fourteen (14) Paid Holidays**
- ✓ **One Hundred & Twenty (120) Paid Sick Hours**
- ✓ **County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage**
- ✓ **County Paid Employee Assistance Plan**
- ✓ **County Paid Life Insurance**
- ✓ **County Paid Accidental Death and Dismemberment Insurance**
- ✓ **County Paid Short Term Disability Insurance**
- ✓ **County Paid Long Term Disability Insurance**
- ✓ **Up to \$2,500.00 Annual Tuition Reimbursement Assistance**
- ✓ **County and Employee funded Defined Pension Plan**
 - **Vested in just five (5) years.**
 - **Credit for Prior Active Military Service and Unused Paid Sick Days.**
- ✓ **An annual salary of \$50,794 starting...**

If our **Senior Office Associate-Patrol** comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, perquisites, etc. and apply online today.



Washington County Sheriff's Office

Hagerstown, MD

JOB DESCRIPTION

TITLE: SENIOR OFFICE ASSOCIATE - PATROL

JOB OBJECTIVES:

To maintain accountability, in a secure and orderly manner, for all records maintained by the Patrol Division.

CHARACTERISTICS OF THE ASSIGNMENT:

Maintains a secure and orderly accountability for all Patrol Division investigative reports, ledgers, logs, statistical documents, and other documents crucial to the efficient operation of the Patrol Division. Compiles statistical data for submission to Federal and State agencies. Disseminates case files as required for Sheriff's Office personnel court appearances. Responsible for the overall security of all of the Patrol Division records.

DUTIES, RESPONSIBILITIES AND TASKS:

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

The Sheriff reserves the right to amend or deviate from this job description if, in his opinion, it is in the best interest of the Sheriff's Office.

1. Data entry of all information from reports generated by the Patrol Division into the computerized record system.
2. Data entry of all uniform citations, warnings, SERO's, Parking Tickets, Alcohol Citations, and other civil and municipal infractions into the computerized record system.

3. Prepare and send Uniform Crime Reports to the Uniform Crime Reporting Division of the Maryland State Police.
4. Disseminates copies of reports to other agencies as appropriate; i.e., State's Attorney's Office, Department of Juvenile Justice, Social Services, etc.
5. Maintain ledger of Case Files transferred in and out of the Records Room.
6. Enter arrest dispositions into the computerized record system.
7. Complete expungements from records system in accordance with law and submit necessary forms to the Court indicating the completion of the expungement.
8. Conduct criminal records checks and disseminate criminal history to other law enforcement agencies and departmental personnel.
9. Disseminates copies of reports, when appropriate, upon requests by insurance companies.
10. Archive records and documents past the point of retention in compliance with the law and agency policies and procedures.
11. Process all finger print cards for submission to the Criminal Justice Information System.
12. Send notification letters, via certified mail, to the last registered owner of motor vehicles that have been towed as abandoned vehicles.
13. Prepare statistical reports on arrests and traffic data.
14. Complete other duties and tasks as assigned by higher authority.
15. Processing protective and peace orders (removing, entering, recording).
16. Maintaining the MVA warrant program (removing, entering, and recording).
17. Responsible for warrant validations.
18. Assist warrant unit with processing warrants, as needed.
19. Entering traffic violation warnings in CAD.
20. Pay all agency invoices and maintain accountability of budgetary spending.

21. Submit purchase orders for agency expenditures.
22. Order all office supplies.
23. Coordinate repairs for office equipment.
24. Maintain station fund and petty cash.
25. Transcription of audio tapes.

MINIMUM REQUIREMENTS:

1. U. S. citizenship or ability to produce documentation to establish legal ability to work in the United States.
2. High School diploma or GED recognized by the Maryland Board of Education
3. Minimum age of 18 at time of hire
4. Possession of a valid driver's license
5. Ability to type a minimum of 25 words per minute, (corrected)
6. Possession of a working knowledge of Microsoft Office programs
7. Ability to complete any training required by the Sheriff's Office.
8. Ability to pass a comprehensive background investigation including (but not limited to) a physical examination, drug screening and a polygraph or other truth verification examination.
9. Ability to use a variety of office machines, i.e. copier, fax, personal computer, telephone, etc.
10. Ability to work with sensitive/confidential information and ability to maintain confidentiality of such information.

NECESSARY SKILLS AND ABILITIES:

1. Ability to read at a 12th grade level.
2. Ability to effectively communicate verbally and in writing.
3. Ability to learn data entry into the computerized record system within a short period of time.
4. Ability to set up and maintain a filing system.
5. Excellent knowledge of correct spelling, grammar, sentence structure and composition.
6. Strong working knowledge of personal computers.
7. Ability to develop a working knowledge of the Uniformed Crime Reporting System.
8. Excellent interpersonal skills. Ability to successfully interact with co-workers, supervisors, and the general public.
9. Ability to work independently with a minimum of supervision.
10. Ability to perform related duties as assigned by higher authority.
11. Ability to work with sensitive information and maintain confidentiality.

PHYSICAL REQUIREMENTS:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

Easy Ways to Apply:

1. Visit our website at <https://www.washco-md.net/jobs/>
or
2. Complete and email an Application to HR@washco-md.net
or
3. Complete and mail Application to:
Washington County Human Resources Department,
100 W. Washington Street, Room 2300,
Hagerstown, Maryland 21740

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

**DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:
August 3, 2026 @ 4:00PM**