

## **INFORMATION SERVICES & RECORDS MANAGEMENT SPECIALIST ( POLICE DEPARTMENT)**

There is an opening in the above named position. The position requires specialized work involving responsibility for overseeing and participating in the operation of computer systems in the Orangetown Police Department. The work is performed under the direction of a Police Sergeant and supervision is provided to clerical staff involved in the processing and maintenance of police records.

Oversees and participates in the implementation of operating, workflow and for various computer systems (e.g. police records management system, Rockland County Police Information Network, traffic and criminal software, eJustice, etc.) used in the Police Department;  
Coordinates, tests and troubleshoots system installations and upgrades, including software and hardware;  
Develops and conducts training programs for uses which included establishing priorities, scheduling and conducting sessions, as well as providing support;  
Trains police personnel to use job specific programs;  
Responds to information requests from the public and keeps track of all fees received;

**Minimum Qualifications:** A Bachelor's degree of higher in Computer Science, Management Information Systems, or related field and three (3) years of paid work experience which involved hands- on application, development or operation of computer programs as a major function\* of the work.

**NOTE:** An Associate degree that included or was supplemented by thirty (30) college credit hours in computer science or related curriculum and five (5) years of paid work experience which involved hands-on application, development or operation of computer programs as a major function\* of the work.

\*Major function of the work shall mean more than 50%.

Starting salary: \$65,831.00.

Candidate will have eventually have to pass a Civil Service examination.

Please send resume to:

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