



MARCH 2019  
FLSA: NON-EXEMPT  
Bargaining Unit: GE  
JCN: 5925

## SHERIFF'S PROPERTY/EVIDENCE TECHNICIAN

### DEFINITION & DISTINGUISHING CHARACTERISTICS

#### Definition:

Under general supervision, performs a variety of responsible and complex clerical and technical tasks related to the receipt, storage, and disposal of property and evidence in the Sheriff's DepartmentOffice; prepares and maintains relevant records, and performs related duties as assigned.

#### Distinguishing Characteristics:

~~This Sheriff's civilian class is competent to~~ SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned supervisor. Exercises no direct supervision over staff.

#### CLASS CHARACTERISTICS

This is a fully qualified, non-sworn, journey-level classification. Incumbents independently perform the technical duties of and assume responsibility for the receipt, storage, disposal, and chain of custody of evidence in the Sheriff's DepartmentOffice. The incumbent maintains detailed records and disposes of all items in accordance with County, Statestate, and Federalfederal laws, rules, and regulations. Positions in this classification perform and coordinate specialized technical and clerical processes within the Sheriff's Department as well as with other County DepartmentsOffice. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### EXAMPLES OF ESSENTIAL TYPICAL JOB FUNCTIONS (Illustrative Only)

- Receives, stores, tracks, releases, and/or disposes of property, weapons, and drugs in accordance with appropriate laws, rules, and regulations.
- Uses safety precautions and follows procedures to properly handle items such as gunsfirearms and other weapons, chemical samples, biological substances, blood, drugs, syringes, and other material to prevent injury, avoid contamination, and assure chain of custody.
- Coordinates the disposal or auction of unclaimed items or items ordered destroyed by the Courtcourt.
- Testifies in court regarding chain of custody and property records.
- Prepares detailed records of evidence inventory and maintains orderly appearance of property file area; catalogs and maintains continuous property inventory record.
- Keeps abreast of current-~~regarding~~ laws, codes, regulations, and legal procedures as they pertain to property and evidence.
- Uses a variety of computer systems to run criminal histories, check case dispositions, enter serialized property, inquire on stolen items, and update procedures.
- Handles and transports evidence to from various locations.
- Maintains security of section and key control.
- ~~Orders and issues safety equipment and departmental manuals to staff.~~
- Coordinates and confers with Sheriff's DepartmentOffice personnel and other agencyCounty personnel on the release of items for court, attorney or investigator viewing, outside testing, or release to owner.
- Purchase and maintain an adequate supply of various evidence supplies and equipment.
- Assists with special projects related to the maintenance and handling of property and evidence.

~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~

- ~~Performs related **work**duties as assigned.~~

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Principles and proper methods of receiving, storing, and inventorying property and evidence.
- Safety practices and precautions pertaining to the handling of dangerous materials, controlled substances, and firearms.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to the property evidence section.
- Court procedures and operations.
- Principles, practices, procedures, and terminology used in law enforcement and corrections work.
- Principles, practices, and procedures related to evidence handling.
- Rules of evidence pertaining to search and seizure and the identification, marking, preservation, and presentation of evidence.
- Principles, practices, and procedures of recordkeeping and inventory.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Independently receive, store, and maintain an inventory of property and evidence.
- Research, analyze, and evaluate disposition of inventoried property.
- Effectively file and index a variety of property items.
- Organize and maintain detailed and accurate records of inventory items.
- Review and examine documents for completeness, sufficiency, and conformity.
- Coordinate activities with a variety of personnel and agencies.
- Present accurate court testimony concerning evidential property.
- Safely handle and care for firearms and other weapons, chemical samples, biological substances, blood, drugs, syringes, and other material to prevent injury, avoid contamination, and assure chain of custody.
- Properly use various Personal Protective Safety Equipment.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the Sheriff's Office and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

~~Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.~~

~~**Experience:** *Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.*~~

Equivalent to graduation from high school, and one

~~One~~ (1) year of experience as a storekeeper, stock clerk, or property clerk;  
OR

Equivalent to graduation from high school, and

~~One~~ (1) year of increasingly responsible clerical or support services experience in a law enforcement environment, which included responsibility for checking documents for accuracy and conformance with established guidelines. ~~Relevant college course work in legal terminology, law enforcement, business or public administration is desirable.~~

**Other Requirements:**

~~Must possess a valid driver's license. Must be willing and able to handle firearms and lift items weighing up to fifty pounds.~~

**Knowledge of:**

~~Principles~~ College-level coursework is desirable.

**Licenses and methods/Certifications:**

- Possession of receiving, storing a valid Driver's License and inventorying property and evidence. ~~maintain a satisfactory driving record.~~

**PHYSICAL DEMANDS**

~~Must possess Basic safety requirements related to the handling of dangerous materials, controlled substance and firearms.~~

~~Applicable laws, regulations and procedures related to evidence handling.~~

~~Record keeping and inventory principles and practices.~~

~~Office practices and procedures, including the operation of standard office equipment~~

**Skill in:**

~~Receiving, storing and maintaining an inventory of property and evidence.~~

~~Filing and indexing a variety of property items.~~

~~Organizing and maintaining detailed and accurate records of inventory items.~~

~~Examining documents for completeness, sufficiency, and conformity.~~

~~Coordinating activities with a variety of personnel and agencies.~~

~~Presenting accurate court testimony concerning evidential property.~~

~~Exercising sound independent judgment within established procedural guidelines.~~

~~Interacting effectively and courteously with the public and responding to a variety of public~~

~~inquiries.~~

~~Maintaining currency with changes in laws and procedures affecting work.~~

~~Establishing and maintaining effective working relationships with those contacted in the course of the work.~~

~~mobility to work in a warehouse environment with variation in temperature, including a computer, vision to read printed material and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. May be exposed to hazardous chemicals and infectious diseases during the identification and handling of evidence/property. Finger dexterity is needed to access, enter, and retrieve equipment from upper shelves, data using a computer keyboard, typewriter keyboard, or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, climb ladders, and pull drawers open and closed to retrieve file information. Employees must be willing and able to handle firearms and possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.~~

~~**ENVIRONMENTAL CONDITIONS/PHYSICAL DEMANDS**~~

~~The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.~~

**Environment:**

~~Work is primarily performed~~

~~Employees work indoors in a standard office setting with occasional trips and outdoors in all, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions; frequent work above ground level, exposure to airborne, chemicals, mechanical and/or electrical hazards, and hazardous physical and biological substances and exposure to hazardous machinery.~~

**Physical:**

~~Primary functions require sufficient physical ability to work in an indoor setting; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with fumes. Employees may interact with members of the public or without correction. Frequent sitting, walking, reaching, bending; use of both hands and use of all fingers for grasping and holding; arm and wrist motion; lifting, carrying, pushing and pulling of objects weighing up to 15 lbs. Occasional climbing; lifting, carrying, pushing with staff under emotionally stressful conditions while interpreting and pulling of objects weighing up to 40 lbs. Infrequent lifting, carrying, pushing enforcing Sheriff's Office policies and pulling of objects over 40 lbs procedures.~~

**HISTORY**

JCN: 5925

Created: JUN 1990

Revised: JUN 1999

Revised: JUL 2013 – HRD

| **WORKING CONDITIONS**

| Must be willing to work evenings, weekends, and holidays. Must be able to pass a thorough background investigation. Must correctly wear and use Personal Protective Equipment.