

SENIOR PROPERTY/EVIDENCE TECHNICIAN

DEFINITION

Under general supervision, sets priorities, assigns, directs and reviews the work of an office support staff assigned to the Property Evidence Section of the Sheriff's Department; directs the work of this staff on a day-to-day basis; performs complex tasks related to the receipt, storage and disposal of property and evidence; prepares and maintains relevant records; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the working lead level in this series, with responsibility for providing direction to office support staff in the Sheriff's Department. Performs difficult, technical, complex or specialized sheriff support work relating to property and evidence. This is not considered a supervisory class in that the selection, evaluation and discipline of employees are not assigned to this level. This position is distinguished from the Sheriff's Records Manager in that the latter is the first full supervisory level.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides lead direction, training and work review to Property/Evidence Technicians or other clerical staff; organizes and assigns work, sets priorities and follows up to ensure completion of assigned work.
- Provides input into selection decisions, performance evaluations and disciplinary matters.
- Performs a variety of difficult, complex, technical and/or specialized property evidence support work, which requires the exercise of independent judgment and the application of technical skills.
- Coordinates and receives, stores, tracks, releases and/or disposes of property in accordance with appropriate laws, rules and regulations.
- Uses safety precautions and follows procedures to properly handle items such as guns, chemical samples, blood, drugs, syringes, and other material to prevent injury, avoid contamination, and assure chain of custody.
- Makes recommendations concerning changes in forms, procedures, and physical layout.
- Develops and makes recommendations to modernize and improve operations and procedures.
- 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 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.
- Maintains security of section and key control.
- Orders and issues safety equipment and departmental manuals to staff.

Senior Property/Evidence Technician
Page Two

- Coordinates and confers with Sheriff's Department personnel and other agency personnel on the release of items for court, attorney or investigator viewing, outside testing or release to owner.
- Assists with special projects related to the maintenance and handling of property and evidence.

QUALIFICATIONS

Knowledge of:

- Principles and methods of receiving, storing and inventorying property and evidence.
- Basic safety requirements related to the handling of dangerous materials, controlled substance and firearms.
- Laws, codes, regulations and procedures as they pertain to evidence handling.
- Record keeping and inventory principles and practices.
- Office practices and procedures, including the operation of standard office equipment
- Legal terminology related to assigned area
- Computer software, including word processing, spreadsheet, and database programs
- Basic supervisory principles and practices

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.
- Keeping current on changes in laws and procedures that relate to assigned area.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Providing technical assistance related to specialty area.
- Understanding, interpreting, applying and explaining relevant laws, rules, regulations and procedures.

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.

Education and Experience:

One year of experience in performing complex technical tasks related to property evidence in a law enforcement environment that was at a level equivalent to the County's class of Property/Evidence Technician. Relevant college course work in legal terminology, law enforcement, business or public administration is desirable.

NOTE: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.