

## **PROPERTY TECHNICIAN**

### **JOB PURPOSE AND SUMMARY:**

A civilian position within the Sheriff's Department responsible for maintaining control and security of property and/or evidence. Property Technicians receive, maintain, issue, or release evidence, property or department supplies. Incumbents perform various database functions utilizing a property/evidence control system.

### **CLASSIFICATION DISTINCTIONS**

This is a first line, journey level position of two in the Property and Evidence job family line. Incumbents perform highly independent, responsible, clerical/technical work. This position reports to Evidence Control Manager in the Law Enforcement Division.

### **KEY OR TYPICAL TASKS AND RESPONSIBILITIES:**

- Stores, assigns, maintains, controls, and provides security and distribution of property, equipment and supplies
- Coordinates the transfer of property and/or evidence
- Performs database management functions
- Assists the general public, as well as other agencies, with questions regarding status of property, services and processes both via the phone and in person
- May establish and provide testimony for chain-of-evidence in court
- May record and maintain the official listing of illegal narcotics, moneys, and general property and evidence to be held
- May transport illegal narcotics and other evidence to the Crime Lab
- May plan and supervise the proper viewing and/or destruction of critical items of evidence such as narcotics and other illegal substances
- May assist with general coordination of the Sheriff's auctions

### **QUALIFICATIONS:**

- A minimum of two (2) years of work experience with emphasis on law enforcement, property handling, general inventory, accounting/records management, or related areas (examples: working as a law enforcement officer, or in a warehouse, library or store with an emphasis on inventory control)
- High School Diploma or GED certification
- Valid drivers' license at the time of appointment
- United States' Citizenship at the time of appointment
- Some word processing/computer skills are desirable
- Any combination of education, training and experience that would provide the required knowledge and ability to perform the essential duties of the classification will be considered.

**Knowledge of...** database management systems; concepts of basic reasoning and judgment; basic writing formats to include spelling, punctuation, and grammar; human and public relationships; concepts of basic reasoning and judgment; basic self-defense tactics; and basic writing formats to include spelling, punctuation, and grammar.

**Ability to...** learn and effectively analyze, interpret and apply policies and procedures; interpret and apply federal, state, and local laws and regulations; communicate clearly and concisely, both orally and in writing; multi-task and meet deadlines; establish and maintain effective working relationships with those contacted in the course of work, other members of the staff, and the general public; demonstrate strong judgment skills; operate a computer keyboard terminal/PC to input inmate and/or items of evidence into a database; and type or keyboard 35 WPM.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

Incumbents are assigned to the Enforcement Division of the Sheriff's Department, and work is primarily performed in a variety of settings to include property rooms, or property/evidence warehouse. Incumbent may be exposed to emergencies presenting physical risks from various sources including a variety of potential weapons, noise, chemicals, and other potential situations. Incumbents must be able to wear protective equipment as required by the department. Additionally, incumbents may be exposed to face-to-face interactions and confrontations with angry, hostile, depressed and/or otherwise emotionally distraught citizens/suspects.

Essential tasks include use of various equipment associated with receiving/releasing of property/evidence in addition to equipment such as a personal computer, telephone, copiers, printers, and other applicable technical equipment. In the course of routine duties, incumbents are sitting, walking, standing, bending, lifting and/or carrying items up to 75lbs. Incumbents are required to drive a vehicle: to off-site training facilities, seminars, academies, or in the transport of property and/or evidence.

Revised 10/96

Office use: 6/22/00