

CITY OF MADERA

PROPERTY AND EVIDENCE OFFICER

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under general direction and according to established procedures, performs a variety of advanced technical and law enforcement office support services; gathers, records, maintains, retrieves and distributes law enforcement data and information; operates and maintains the police evidence room; provides training for less experienced support staff; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Property and Evidence Officer** is the journey level position responsible for providing a variety of complex and difficult support services in the area of property/evidence. This is a specialized classification with the responsibility for the security/release/destruction of all property/evidence that comes into the possession of the Department.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Police Office Supervisor. Incumbents of this class do not exercise supervision.

ESSENTIAL FUNCTIONS: (Include but are not limited to the following)

- Operates the police evidence room; receives, inventories, stores, maintains and releases all types of property coming into the possession of the police department; maintains the chain of custody; produces evidence for court, attorney's and investigators; disposes of property or evidence according to applicable laws, codes, rules and regulations.
- Responds to questions and concerns from the general public, department staff and other agencies; takes and records telephone and counter reports; provides information as appropriate and resolves service issues and complaints.
- May be required to testify before a court related to duties involving the receipt, storage, and release of property and evidence; may be required to perform chemical analysis.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. This position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and retrieving and entering data using a computer keyboard. Additionally, the position requires near and far vision in reading work related documents and using the computer, and acute hearing is required when providing telephone and face to face service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification)

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Property and Evidence Officer may be considered qualifying. A typical way of obtaining the required qualifications is to possess one year of experience in detailed record keeping, preferably in a public safety capacity, and a high school diploma or equivalent.

License/Certificate:

Possession of or ability to obtain a valid Class C California driver's license. Must complete D.O. J. training for full access operator, and obtain a Property Management Certification from P.O.S.T. within one year of appointment.

KNOWLEDGE/ABILITIES/SKILLS: (The following are a representative sample of the KAS's necessary to perform essential duties of the position)

Knowledge of:

Standard law enforcement information, record keeping terminology, practices and procedures; methods and techniques of training; location of major streets, public places and landmarks in the City of Madera; modern office equipment including FAX machines, multi-line telephone systems, computers and applicable software; proper English, spelling and grammar; public and agency desk procedures and methods of providing services and information; applicable federal, state and local laws, codes and regulations, including the Public Records Act; automated law enforcement information systems and procedures; methods and techniques for record keeping.

Ability to:

Perform a variety of complex work with speed and accuracy; remain calm under emergency situations; operate standard office equipment, including a computer; operate specialized automated law enforcement information and communication systems; work independently and use good judgment; train less experienced staff in assigned areas of activity; work flexible hours including evenings; organize and prioritize work assignments; apply applicable laws, codes and regulations; communicate clearly and concisely, both orally and in writing; learn basic Spanish speaking skills that allow for communication regarding addresses, locations, time, descriptions, etc.; and establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; effectively operate specialized law enforcement automated information and communication systems; type accurately from clear copy at a rate of 35 words per minute.