

Class Title: Property & Evidence Technician

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Performs administrative and technical duties associated with the acceptance and processing, storage, control and disposal of recovered police property; protects the integrity of evidence throughout the judicial process, ensuring compliance with all Federal, State and local laws. Assists in purges of evidence and recovered property in accordance with applicable laws.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	<p>Secures, logs, tracks and assures chain of custody of all property/evidence items submitted by officers. Retrieves property/evidence items for officers and/or authorized claimants as required and documents all actions.</p> <p>Assists with disposal of items according to established legal guidelines and procedures. Assists in departmental property/evidence audits. Provides administrative support, such as maintaining and/or creating files or records, sorting, labeling, filing and retrieving documents or other material.</p>

CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	One year of related experience in a law enforcement agency preferred.
Certifications and Other Requirements	Valid Driver’s License.
Reading	Ability to read, interpret, and comprehend documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to prepare routine reports and correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as percentages and formulas for spreadsheets.
Writing	Writes or drafts correspondence, reports, documents and/or other written materials.
Managerial	Managerial responsibilities include supervising and advising other teams as to proper format and procedure with regards to office correspondence and report preparation. Detail oriented is a highly desirable requirement.
Budget Responsibility	None.
Supervisory / Organizational Control	Work requires monitoring performance for employees or work units to include providing input on adherence to established procedures. Work requires team involvement and development.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts other work units or departments within the organization regarding proper procedures are followed involving property/evidence management. Working, meeting, and interacting with various state and federal agencies and outside vendors may also be required.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Fax, filing, inventory
Sitting	F	Computer, desk work, filing
Walking	F	Fax, filing, inventory
Lifting	F	Office supplies, inventory, files, books, manuals, property and/or evidence items
Carrying	F	Office supplies, inventory, files, books, manuals, property and/or evidence items
Pushing/Pulling	O	Inventory, filing, property and/or evidence items
Reaching	F	Inventory, filing, property and/or evidence items
Handling	F	Office supplies, inventory, files, books, manuals, property and/or evidence items
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	O	Inventory, filing, obtaining property and/or evidence items
Crouching	O	Inventory, filing, obtaining property and/or evidence items
Crawling	N	
Bending	F	Inventory, filing, obtaining property and/or evidence items
Twisting	F	To/from computer, to obtain property and/or evidence items
Climbing	O	Use of ladder to access/obtain/place property and/or evidence items on shelves
Balancing	O	Inventory, filing, and handling/storing of property and/or evidence
Vision	C	Computer, desk work, reading, writing, filing, use of office equipment
Hearing	C	Telephone, co-workers, staff, supervisor
Talking	C	Telephone, co-workers, staff, supervisor
Foot Controls	N	
Other (specify)	N	

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, printer, fax machine, copy machine, telephone, calculator, Microsoft Office software and QuickBooks.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Dirt and Dust	W
Chemical Hazards	W	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	D
Explosives	W	Wetness/Humidity	N
Communicable Diseases	W	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)			

PRIMARY WORK LOCATION	
Office Environment	D
Warehouse	M
Shop	N
Vehicle	M
Outdoors	N
Other (see 2 below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Rubber gloves and PPE provided as needed.

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)