

PROPERTY/EVIDENCE CLERK

DEFINITION:

Under general supervision, receives, organizes, preserves, secures, transports, and releases property/evidence; destroys hazardous material and narcotics no longer scheduled for use as evidence; testifies in court regarding chain of evidence; prepares complex legal paperwork; assists in the maintenance of the Department's vehicles and equipment; and performs other duties as assigned.

CLASS CHARACTERISTICS

Incumbents in this classification work independently under general supervision from supervisory and/or management staff and within the framework of established procedures. A Property/Evidence Clerk is expected to work productively even in the absence of supervision.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

The primary duty of the Property/Evidence Clerk is to log, classify, store, dispense, destroy, and release property/evidence to its rightful owner, for court presentation and/or for destruction or auction. Additional duties include, but are not limited to:

Maintain evidence, found and stored property in such a manner that the individual items are secure from theft, loss or contamination, and can be located in a timely manner.

Maintain data entry and other documentation associated with the "chain of custody" for all property.

Ensure the timely and legally correct notification of owners and release/disposal of property recovered, found, or seized by the Department.

Operate computer terminals to access information regarding case dispositions and other related information involving the classification and proper disposition of property/evidence.

Coordinate the disposal of unclaimed and/or surplus property and the special disposal of narcotics, weapons, explosives, and hazardous materials pursuant to law.

Release of property for court, to persons legally entitled, for auction and for disposal. Provide in-service training to Department personnel regarding the appropriate logging, packaging, documenting and storage of property and evidence.

Testify in court regarding the chain of evidence.

Prepare correspondence to victims, suspects and reporting parties in response to requests for the return or destruction of property.

Stay abreast of local, state, and federal law involving property and evidence handling. Recommend and facilitate appropriate changes.

Coordinate and handle discovery requests from the court concerning the review and duplication of evidence stored by the Department.

Assists in the retrieval of property, accompanying officers on search warrants as needed.

Maintain a clean and orderly property storage facility.

Order and stock supplies as needed.

Assist in the maintenance of Department vehicles and equipment.

Oversee the preparation of new vehicles for Department service.

Coordinate the repair and periodic maintenance of Department vehicles.

Supplement Records staffing when workload permits, or as directed.

QUALIFATION GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example of combinations include, successful completion of high school or equivalent, and one year experience performing clerical duties.

Knowledge, Skills, and Abilities

Practices and procedures pertaining to property/evidence collection, storage, processing and handling; federal and state laws and court decisions pertaining to the recovery of property/evidence and preservation of evidence chain; processes and procedures for requesting court orders; practices and procedures for the handling and disposing of hazardous materials; practices and procedures for the safe handling of firearms; and federal, state and local laws pertaining to weapons possession.

Prepare and maintain accurate records; organize and prioritize workload; follow oral and written instructions; work independently; write legible, clear and concise reports and

correspondence using correct grammar, punctuation and spelling; perform basic math related to the accounting for large sums of money; operate a camera; operate audio/video duplicating equipment; operate computer terminals and a variety of other office equipment; identify special handling requirements for hazardous/biohazard materials and weapons; resolve conflict and effectively work with members of the public who may become agitated; and exemplify an enthusiastic, resourceful and effective service attitude with the public, co-workers and others who are contacted in the course of the work.

Other Requirements

Willingness and ability to: work scheduled and emergency overtime; work outside under adverse weather conditions, such as in heat, cold and rain; safely handle controlled substances, firearms and biologically-contaminated items; work any shift in a 24 hour day, weekends, and holidays; be available on-call as required; and wear a City uniform and related equipment.

Special Requirements

Possession of or ability to obtain a valid Class C California driver's license and a satisfactory driving record as determined by the City.

Receive satisfactory results from a background investigation, physical examination, drug testing and administrative screening which meet the established qualification standards.

PHYSICAL PROFILE: Category II, 1, 3, 4, 7, 8, 9, 12, 13, 14, 18.