

EVIDENCE TECHNICIAN

CODES/PAY RANGE

Class Code: 3142

EEO Code: E

Pay Range: 115

MAJOR FUNCTION

Highly responsible work in the acquisition, receipt, control and distribution of evidence related material, as well as abandoned and recovered properties.

ILLUSTRATIVE DUTIES

(Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Receives and records evidence related materials, both on-site and from remote locations.

Receives, records and disposes of both abandoned and recovered properties.

Secures and safeguards evidence related materials until needed.

Maintains the content integrity of all evidence-related materials.

Maintains the records of evidence related materials and abandoned and recovered properties.

Communicates with applicable parties regarding evidence related materials and abandoned and recovered properties.

Be available for call-out, both scheduled and emergency.

Performs related work as required.

KNOWLEDGE, ABILITIES, AND SKILLS

Skilled in the areas of business administration, to include but not limited to inventory control.

Knowledge of the rules of evidence. Knowledge of applicable laws, rules and regulations governing the acquisition, receipt, control and distribution of evidence material as well as abandoned and recovered property. Knowledge of methods of preparing and maintaining property control records. Knowledge in the operating procedures of the Office of the Sheriff.

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Ability to establish and maintain effective working relationships with other public officials and the community. Ability to exercise good judgement in evaluating situations and making decisions.

MINIMUM QUALIFICATIONS

Graduation from an accredited high school or possession of a G.E.D., and two (2) years of responsible experience in the field of evidence / property management within a law enforcement agency, and an additional two (2) years of responsible experience in the area of stock control, loss prevention, shipping and receiving or other similar supply/inventory environment.

A comparable amount of education, training, or experience may be substituted for the minimum experience.

ADA REQUIREMENTS

Physical Demands: Light to medium work. Ability to lift (30 lbs.), carry, stand, climb, balance, reach overhead, bend, stoop, see (visual acuity, color), finger dexterity.

Environmental Demands: Both inside and outside work: exposure to dust, chemicals, confined spaces, exposure to heat, cold, rain and all other adverse terrain.

Mental Demands: Ability to read and comprehend technical procedures, policies and instructions, legal codes, memos, letters, summaries. Ability to perform general mathematical functions. Ability to write compound sentences relaying information, data and details.

Revised 10/00