



PROPERTY EVIDENCE TECHNICIAN

DEPARTMENT: POLICE
GRADE 12

CHARACTERISTICS OF THE CLASS:

Under general supervision of the Property Supervisor, receives, logs, inventories, controls, and distributes evidence, narcotics, monies, firearms and property. Duties include maintaining correspondence with victims, preparing evidence reports and forms, numbering and maintaining evidence and transporting and destroying of evidence pursuant to Florida Statutes. The employee also performs routine clerical work. The incumbent is required to perform duties with a high level of confidentiality and integrity. Work is reviewed through observation and written reports for adherence to establish guidelines, policies, and procedures. Tasks involve lifting and carrying of objects 20-100 pounds.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Sorts, files, transports, tags, stores, and inventories evidence, firearms, weapons, contraband, miscellaneous property and monies.
2. Processes and files incoming, returned, and outgoing property sheets; returns property to rightful owners.
3. Prepares and inventories accurate lists of guns, firearms, and narcotics to be destroyed and monies for deposit.
4. Responds to in-person and telephone inquiries; provides information; directs callers.
5. Enters and updates information in manual or computerized records and files.
6. Operates a computer, typewriter, photo copier, and calculator; uses various hand tools in the destruction of property.
7. Researches, locates and gathers evidence for Police Department personnel.

NOTE:

The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS:

A. Training and Experience:

High School Diploma or GED; supplemented by three (3) years of responsible work involving warehousing and inventory.

B. Knowledge, Abilities and Skills:

Knowledge of Florida Statutes pertaining to the confiscation, preservation₁ and destruction of evidence and property. Knowledge of inventory control procedures.

Knowledge of modern office practices and procedures. Ability to maintain concise and accurate records.

Ability to establish and maintain effective working relationships with superiors, law enforcement personnel, and the general public.

Ability to communicate effectively orally and in writing.

Ability to understand and follow complex instructions.

Skill in the use of modern office equipment.

C. Physical Requirements: 4

D. Environmental requirements: 3

F. Sensory Requirements: 2,3,5,6,7,8,9