

CITY OF PULLMAN, WASHINGTON

CLASS SPECIFICATION

PROPERTY AND EVIDENCE SPECIALIST

3303

GENERAL PURPOSE:

Monitors, maintains and processes property and evidence obtained by the Police Department.

CLASSIFICATION SUMMARY:

The primary function of this job is to receive, process and maintain all police property and evidence obtained by the Police Department. Work involves careful evaluation, posting and safekeeping of property and evidence. Work involves independent organizational ability, and the ability to assimilate, interpret, and act upon information and set priorities of activities. Attention to detail, confidentiality and multi-tasking are important skills for an incumbent in this job. The Property and Evidence Specialist is expected to perform many of the same functions as Records Specialists on an as needed basis. The Property and Evidence Specialist works independently under the general direction of the Police Support Services Manager who evaluates work based upon feedback, accuracy of records maintained, as well as services provided to the public.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Receives, sorts, organizes, and processes property and evidence, including dangerous or hazardous items, chemicals, controlled substances, weapons, glass/metals and biohazards; insures that all property and evidence is properly packaged, marked, and identified; completes disposition sheets; processes evidence for release; disposes of property as needed; copies and processes documents sent to city attorney and prosecutor.

Assists police officers in major crimes in the collection and packaging of evidence.

Processes evidence for transfer to labs; performs tests such as microscopic and/or chemical examination to identify evidence; prepares final exam report for court purposes; may appear in Court to testify about property or evidence.

Prepares and coordinates sale of unneeded City property and unclaimed found property or evidence; prepares department purchase orders; maintains inventory of department uniforms and equipment; develops and/or amends evidence and property procedures as needed.

Occasionally performs telephone call receiving and reception duties.

Performs tasks associated with property and evidence as required by court order.

Responsible for evidence and property security and limited access.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- Laws, policies and regulations regarding property handling;
- The operation of an IBM compatible personal computer and basic software applications;
- General office practices and procedures;
- Police property and evidence processing, documentation, and maintenance.

Ability to:

- Maintain detailed and accurate records;
- Think clearly and act logically;
- Deal courteously and tactfully with the public;
- Write or print legibly;
- Keep criminal activity records, evidence and property confidential;
- Perform typing work at an acceptable level of proficiency;
- Establish and maintain effective working relationships with co-workers, supervisors, representatives of other public agencies, police officers, and the public;
- Provide quality services in a cost-effective manner and recommend improved methods of performing the work;
- Obtain and maintain certification in Police Evidence Procedures;
- Physically perform the essential functions of the job;
- Learn and apply resources necessary for the performance of the job.

MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

Two years experience as a police officer or a civilian working in police records, evidence or property control or equivalent combination of experience and training.

TOOLS AND EQUIPMENT USED:

Personal computer, telephone, 10-key calculator, typewriter, paper shredder, scanner, fax machine, copy machine, 15 X 30 Stereo Microscope, electronic and beam scales and access terminal.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in an office environment while sitting at a desk or computer terminal for moderate to extended periods of time. Physical exertion may be required to lift office supplies and files and during the processing and handling of evidence and department property. Sufficient vision or other powers of observation are essential to permit the employee to read written materials, maintain police records and visually monitor and process property and evidence.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Class: Non-Exempt

Adopted: 6/99

Revised: 12/01, 3/07