GENERAL STATEMENT OF JOB

Under general supervision, stores and catalogs evidence such as drugs, guns, money, etc., for court and or disposal. Employee is responsible for the safe return of evidence to citizens. Work includes preparing accurate records of evidence that have been received. Employee assists with public auctions of unclaimed property. Employee is responsible for distributing uniforms and other supplies to units within the police department. Employee works closely with local, state, and federal law enforcement agencies, as well as the courts. Reports to the Property and Evidence Supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Operates, enters, retrieves, and stores data on computer.

Prepares supplies for various units within the police departments.

Prepares evidence from storage for court or for release to investigators.

Prepares contraband (drugs, guns, etc.) for disposal; verifies disposal of the contraband.

Prepares letters to owners notifying them of the recovery of their property.

Assists in coordinating department sponsored auctions.

Prepares and maintains inventory of supplies and uniforms.

Assists with items returning or going to state and or department labs.

ADDITIONAL JOB FUNCTIONS

Fills out supply request order forms

Assists in verifying all deliveries and shipments; distributes materials to appropriate divisions.

Answers telephone and receives inquiries, refers callers to appropriate personnel; routes messages to department personnel as necessary.

Assists with seizures of unclaimed state funds.

Assists with issuing lockers.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school, and some experience in data entry and property and inventory control work; or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.
Physical Requirements: Must be physically able to operate a variety of machinery including various office machines such as computers, typewriters, calculators, copiers, etc. Must be able to exert up to 75 pounds of force occasionally and/or 20 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical requirements of the job are those rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments and/or directions to the general public. Requires the ability to calm and elicit information from distressed or excited persons.

Language Ability: Requires the ability to read a variety of reports, records, correspondence, schedules, etc. Requires the ability to prepare narrative and statistical reports, correspondence, forms, logs, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule from.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including legal and medical terminology, and emergency response codes.

Numerical Aptitude: Requires the ability to utilize mathematical formulas. Must be able to add, subtract, multiply and divide. Must be able to utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office and communications equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, communications equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under a substantial amount of stress when confronted with emergency situations.

Physical Communication: Requires the ability to talk and/or hear. (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via two-way radio.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of clerical skills, including filing and data entry. Has general organizational skills, and is able to maintain effective files, records and reports. Is able to exercise sound judgement in a variety of situations. Is able to speak clearly, distinctly and politely. Is able to exercise tact and courtesy in frequent contact with the general public. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all co-workers and the general public.
Evidence Clerk

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under ‘Specific Duties and Responsibilities.’

**Dependability:** Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, City policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified i.e., poor communications, variance with City policy or procedures, etc.

**Relationships with Others:** Shares knowledge with supervisor for mutual and city benefit. Contributes to maintaining high morale among all city employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, to project a good city image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the City. Emphasizes the importance of maintaining a positive image within the city. Interacts effectively with fellow employees, supervisor, professionals, and the general public.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings and deadlines.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the city and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.