

EAST BAY REGIONAL PARK DISTRICT

PROPERTY AND EVIDENCE SPECIALIST

Reports to: Communications/Records/Property Supervisor or Manager

Supervises: May supervise part-time seasonal employees, but has no supervisory responsibility for regular employees.

GENERAL FUNCTION:

Under supervision, performs a variety of specialized and clerical duties involved with the operation of the evidence and property rooms, and performs related duties as required.

PRINCIPAL RESPONSIBILITIES:

This position performs the tasks necessary for assuring compliance with state and local regulation and District policies regarding the receipt, classification, storage, preservation, recording, and release or disposal of a wide variety of property and evidence including biological materials such as blood and urine, and hazardous materials such as chemicals used in identifying drugs, as well as weapons and illegal substances. Duties may include, but are not limited to the following: ensures that all evidence and/or property received by the Public Safety department is properly packaged, documented, audited, stored and available for legal proceedings; prepares and maintains inventory control and records of collected property and evidence; prepares and transports evidence to crime labs, courts and District Attorney's offices; testifies in court regarding the integrity of property preservation, storage or disposal; maintains security and sanitation of property and evidence storage areas; orders and maintains needed supplies; advises and trains department personnel in procedures related to property and evidence handling; answers inquiries related to the function of the property/evidence unit; performs routine record keeping and clerical duties; performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Education Equivalent to the completion of the twelfth grade, and

Experience Two years of experience storing and maintaining an inventory of materials in a highly controlled environment similar to the property and evidence materials maintained in a police department and including the storage and disposal of hazardous and biological materials.

License A valid California driver's license in a condition of initial and continued employment in this classification.

KNOWLEDGE, SKILLS & ABILITIES:

General knowledge of: criminal justice system; modern office practices and procedures, including computer applications. Working knowledge of: principles and practices of computerized inventory control including storing and releasing of property; English usage, spelling, grammar and

EAST BAY REGIONAL PARK DISTRICT
PROPERTY AND EVIDENCE SPECIALIST JOB DESCRIPTION
PAGE 2

punctuation. Ability to perform the following essential functions: learn the techniques and procedures for identifying, preserving and storing evidence; understand and comply with departmental policies and procedures, and pertinent state and local regulations governing the safeguard, release or disposal of property and evidence; perform deductive and inductive reasoning, think clearly, act quickly, and apply logic orally and in writing; render accurate court testimony concerning evidential property; prepare and maintain accurate, comprehensive, and concise reports and records; type thirty (30) net words per minute; move, carry or drag heavy items of property and evidence weighing up to fifty (50) pounds; develop and maintain productive and cooperative working relationships with those contacted in the course of work at all levels.

SPECIAL CONDITIONS OF EMPLOYMENT:

May be required to work night, weekends, holidays and serve in an on-call status; must be able to pass a thorough background investigation. Persons in this classification may be required to wear a uniform.