

POLICE PROPERTY AND EVIDENCE CLERK II

TEMPORARY

SALARY: \$21.31 to \$29.99 hourly

FINAL FILING DATE: We are accepting applications until closing at 5 pm, July 19, 2019. **PERS retired annuitants are not eligible to apply.**

IT IS MANDATORY THAT YOU COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE. YOUR APPLICATION WILL BE REJECTED IF YOU DO NOT PROVIDE ALL NECESSARY INFORMATION.

THE POSITION

The Human Resources Department is accepting applications for the temporary and part-time position of Police Property and Evidence Clerk II in the Police Records Department. **This position is limited to 25 hours per week for a maximum of 1,000 hours per fiscal year.**

The City of Roseville promotes a no smoking atmosphere.

DEFINITION

To perform responsible administrative duties related to the acceptance, storage, control and disposal of police evidence and property; to protect the integrity of evidence throughout the judicial process; and to ensure compliance with all State and local laws regarding the storage and disposition of property and evidence.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Police Property and Evidence Clerk series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Police Property and Evidence Supervisor.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Receive, document, categorize, review and verify a wide variety of property and evidence, including but not limited to, hazardous and toxic materials, chemicals and substances and firearms; maintain a complete chain of custody; identify and resolve discrepancies in and contact sworn personnel as needed; determine and arrange for or transport evidence for additional outside analysis or storage.
- Receive requests from the public and outside agencies; provide information regarding procedures for obtaining property and evidence and laws governing the release of such.
- Process requests from the District Attorney's Office; copy, prepare and maintain confidential and evidentiary documents, CDs, DVDs, photographs and other evidence; coordinate with District Attorney's Officer for the review of such evidence; prepare evidence for court and document chain of custody.
- Perform research of case status to determine if evidence can be released or destroyed; determine ownership and follow policies, procedures and laws in the release and destruction of evidence.
- Conduct purging of property and evidence in compliance with department policies; obtain authorization and arrange for the destruction and disposal of property and evidence including hazardous and toxic materials, chemicals and substances.
- Release property consistent with department policies and procedures and State laws; prepare correspondence to property owner for the release of property.
- Maintain a variety of records regarding the receipt, storage, release and destruction of property and evidence.
- Perform self-audits of property and evidence, verifying location; arrange for and participate in narcotic, guns, and money audits; document and submit results of audit.
- Maintain legal custody and control of the property and evidence room with alarmed key card access; move and shift property and evidence as required to maintain storage levels; requisition materials and supplies, as necessary.

- Use safety precautions and follow Department procedures to properly handle firearms, weapons, chemical samples, blood, DNA, narcotics, syringes, toxic materials, money, valuable items, illicit material, and alcoholic beverages to prevent injury, avoid contamination and assure chain of custody.
- Work with sworn personnel to facilitate victim viewings of property and evidence, ensuring the safe keeping and chain of custody of said property and evidence.
- Testify in court regarding handling and chain-of-custody of evidence.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related work as required.

MINIMUM QUALIFICATIONS

In addition to requirements for the Police Property and Evidence Clerk I:

Knowledge of:

- Proper use of various law enforcement databases and software.
- Pertinent Federal, State and local laws, rules and regulations related to the collection, storage, and disposition of evidence including the proper handling of guns, drugs and money.
- Courtroom protocol and procedures, including methods and practices of providing testimony.
- Safety regulations related to the proper handling, storage and transportation of hazardous materials and biohazards.
- Principles and practices of records management systems including inventory techniques.
- Advanced techniques and practices of chain of custody rules used in law enforcement property and evidence processing, storage, and disposition.

Ability to:

- Independently receive, process and dispose of evidence and property.
- Read, interpret and apply laws, rules, court orders, dispositions, and property releases.
- Use independent judgment and personal initiative.
- Know, understand, interpret and explain department and program policies and procedures.
- Understand, access and accurately interpret information from various computer systems.
- Effectively testify in court, as required.

EXPERIENCE AND TRAINING

Experience:

- Two years of responsible experience performing duties similar to that of a Police Property and Evidence Clerk I with the City of Roseville (performing responsible administrative duties related to the acceptance, storage, control and disposal of police evidence and property; to protect the integrity of evidence throughout the judicial process; and to ensure compliance with all State and local laws regarding the storage and disposition of property and evidence).

Training:

- Equivalent to completion of the twelfth (12th) grade, GED, or higher level degree.

License or Certificate:

- Possession of a valid California driver's license by date of appointment.

SUPPLEMENTAL QUESTIONNAIRE

1. Was any of the work experience listed on your application an unpaid internship, or volunteer work? If so, please list below which ones.
2. Describe any experience and training in performing increasingly responsible clerical and administrative support.
3. Please rate your skill and proficiency with Microsoft Office Word.
 - ☐ **None**
 - ☐ **Basic** (ability to perform daily/standard word processing tasks)
 - ☐ **Intermediate** (ability to create, use and manage a variety of templates, complex tables and data)

- ☐ **Advanced** (ability to create large, complex formal documents that include table of contents, footnotes, endnotes, bookmarks, and/or other special elements)

SELECTION PROCESS

Applications will be screened by the Human Resources Department for minimum qualifications. Qualifying applicants may be contacted by the Department to interview. Final appointment is contingent upon a check of past employment references, passing a City-paid fingerprint check and depending on position applied for a pre-employment medical exam and a drug and alcohol screening test.

THE CITY OF ROSEVILLE IS AN EQUAL OPPORTUNITY EMPLOYER. IF YOU REQUIRE AN ACCOMMODATION DUE TO A DISABILITY, PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT LEAST 5 WORKING DAYS BEFORE A SCHEDULED INTERVIEW/EXAMINATION PROCESS. MEDICAL DISABILITY VERIFICATION MAY BE REQUIRED PRIOR TO ACCOMMODATION.