

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: PROPERTY AND EVIDENCE TECHNICIAN (Job Code 393).

GENERAL STATEMENT OF JOB

Under general supervision, is responsible for collecting, receipting, storing, and control of physical evidence/property in the custody of the Police Department. This position requires technical recordkeeping and preparation of evidence exhibits for court presentations and related courtroom testimony. Work is performed in accordance with federal and state laws, and established policies/procedures with considerable need for independent judgment, and a high degree of accuracy. Performs related work as required.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Receives, documents, stores, and ensures proper custody and control of physical evidence/property in the custody of the Police Department.

Evaluates physical evidence; arranges for or transports evidence to the Broward Sheriff's Office Crime Lab, Medical Examiner's Office, and the Broward State Attorney's Office for analysis.

Maintains manual and computerized records including evidence custody documents, chain of custody documents, property receipts, property control files, and related reports.

Prepares evidence and court exhibits and testifies in court as required under subpoena.

Maintains property room(s) and arranges the storage and return of evidence and/or recovered stolen, found, or abandoned property.

Coordinates the proper release of evidence and property to rightful owners where appropriate.

Prepares un-returnable items for disposal in a manner prescribed by department policies and procedures, court orders, federal laws, and state statutes.

Assists with Court Liaison duties as needed.

Inspects, orders, maintains, and stocks Police Department equipment/supplies used for processing crime scenes and/or gathering evidence.

Operates a wide variety of computer hardware and software systems, including entering and maintaining all information (including confidential information) received, as required and directed, into the Records Management System (RMS).

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent, and two (2) years of experience in the collection, analysis, and interpretation of police data, including the use and operation of computers.

Must successfully complete all applicable Civil Service requirements.

Must possess and maintain a valid Florida Driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, some lifting and carrying objects of light to moderate weight (5-20 pounds).

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

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions. Requires the ability to convey a sense of authority.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal and police operations.

Intelligence: Requires the ability to draw valid conclusions in task processing and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide.

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

Motor Coordination: Requires the ability to coordinate hands and eyes accurately.

Manual Dexterity: 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 from a variety of departments in both the giving and receiving of instructions. Must be able to perform tasks when confronted with potentially violent individuals.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed with exposure to adverse environmental conditions, e.g., dirt, cold, rain, and fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Has knowledge and skill in inventory, auditing, receiving and issuance of supplies.

Has knowledge of the proper policies and procedures for handling and storing evidence and property.

Has knowledge of modern office practices and procedures.

Is able to maintain confidentiality, prioritize work assignments and work independently.

Is able to communicate effectively with persons of diverse backgrounds.

Is able to compile and maintain accurate records.

Is able to operate a City vehicle skillfully and safely.

Is able to understand verbal and written instructions, and to perform and complete work assignments correctly.

Is able to maintain property central records in accordance with departmental standard operating procedures.

Is able to establish and maintain effective working relationships with officers, other employees, and the general public.

Is able to perform work requiring moderate physical exertion.

Is able to perform mathematical computations with speed and accuracy.

Has skill in the use of modern office equipment.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date