



## **Property and Evidence Clerk**

**Class code:** 190

**Employee Group:** JCSEA

**Salary Range:** 550

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### **I. Position Summary**

Under supervision to maintain control and inventory of evidence and property in the custody of the Sheriff's Office. Non-sworn position within the Sheriff's Office.

### **II. Examples of Essential Position Duties**

- Receives, verifies, labels, records and stores evidence, lost, stolen and found property. Investigates property for return to rightful owner and returns that property per procedure. Transports and disposes of property as required by law.
- Manages all aspects of digital evidence storage and distribution (audio, video and photographic).
- Assists other agencies with evidence requests, transporting of evidence to forensic laboratories, other law enforcement agencies and courts of law.
- Records Maintenance and Correspondence: annotates property disposition reports to maintain accurate chain of custody for evidence; drafts and types correspondence to other police agencies, courts, vendors and property owners; files reports in case number order.
- Prepares evidence, and other property for final disposition, destruction, auction or return. Obtains court orders as necessary for property and evidence release and destruction.
- Responds to crime scenes to assist Deputies and Detectives with evidence.
- Testifies in courts of law to the evidence procedures and chain of custody; provides training to those submitting evidence in order to preserve evidence for criminal prosecution; and speaks at citizen academy.
- Adheres to County and departmental policies, procedures, and safe work practices, policies, and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public, and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Overtime and on-call may be required.
- Performs other related duties as assigned.

### **III. Minimum Requirements** *(Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)*

- Any combination of education and experience equivalent to a high school diploma AND one year clerical experience, OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.
- Position requires knowledge of evidence procedures; of Oregon law regarding evidence, retention, and release of property; of inventory systems and their use; of methods of general office practices and procedures.
- Requires intermediate proficiency level utilizing Windows operating system and common office software which may include Microsoft Office (Word, Excel, PowerPoint); ability to learn and use specialized Law Enforcement software, Crystal Reports (reporting and analysis software), ArcGIS (mapping software) and other pertinent software.

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- Requires the ability to accurately type 40 WPM; ability to perform simple mathematical calculations; ability to interpret current state laws and regulations pertaining to property evidence collection and recording; maintain accurate and concise records; type a variety of complex materials rapidly and accurately; operate office equipment and machines with accuracy and skill; alphabetize and arrange in numerical order; implement new procedures and processes; follow departmental procedures, rules and regulations; prioritize and organize work; prepare data and complex reports; display initiative and creativity in carrying out duties and assignments; comply with all statutes, policies and procedures; understand and carry out oral and written directions; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work.
- Ability to maintain confidentiality of investigations and corresponding involved evidence.
- Must be eligible for and maintain LEADS certification. Position requires thorough knowledge of methods of general office practices and procedures and considerable knowledge of recordkeeping, reporting and office software computer programs.

### **IV. Typical Employee Characteristics**

- Adaptable
- Be a good listener
- Calm
- Compassionate
- Control emotions
- Cooperative
- Decisive
- Diplomatic
- Patient
- Perform well under stress
- Polite
- Possess a high degree of common sense, self-initiative, honesty and integrity
- Work harmoniously with people

### **V. Equipment Utilized (but not limited to)**

- Camera
- Computer terminal/printer
- Dolly
- Heat sealer
- Hole punch
- Intercom
- Keys
- Knife
- Ladder
- Paper cutter
- Pen/pencil
- Photocopier
- Scales
- Scissors
- Stapler
- Telephone/cell phone
- Two-way radio
- Typewriter
- Vehicle

### **VI. Licenses, Certificates and Other**

- Possession of a valid Oregon driver's license and a good driving record.
- Certified Property and Evidence Specialist certification, through the International Association for Property and Evidence, within three years of appointment.

### **VII. Physical Demands** (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Typically requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, standing, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

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Climbs via a ladder to access evidence lockers and bins, reaches above the head to grasp or store property and evidence. Tasks involve lifting and carrying up to 40 pounds of force frequently and in excess of 20 pounds of force daily as well as occasionally pushing or pulling property weighing up to 100 lbs. Requires driving and travel. Subject to handling firearms, broken glass, syringes, odoriferous materials, blood, urine, and other body specimens that may come from diseased persons or clothing that may be infected with hazardous biological materials. May be required to work with flammable fluids or otherwise hazardous substances.

### **VIII. Working Environments**

Work is performed in an office environment and may include exposure to disruptive people. May be subjected to odors, dusts, chemicals, extreme temperatures, inadequate lighting, and workspace restrictions.

### **IX. Additional Information**

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 12/84

Revised: 3/12