



CLASS SPECIFICATION

Class Code: 60000054
Date Established: 09/1978
Last Reviewed: 04/2023
Last Revised: 04/2023
Last Title Change:
FLSA: non-exempt
Probation: 6 months

EVIDENCE AND PROPERTY CONTROL CLERK

DEFINITION

Under general supervision, receives, stores, maintains, inventories, and disposes of physical evidence; orders, receives, stores, and distributes office supplies; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of full-time inventory control or material management experience; OR an equivalent combination of related training and experience.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES

Receive incoming evidence and found property from entire northern Nevada region; determine proper storage location by type of material; maintain chain of custody for every item of evidence; and deposit seized monies.

Input detailed records into a computer terminal regarding the inventory and storage location of evidence and safekeeping and found property; verify accuracy of information, and update information.

Supervise the viewing of all evidence by attorneys, detectives, or other law enforcement personnel; release evidence and property to law enforcement personnel or District Attorney's Office for court trials, or to rightful owner; return evidence to its proper storage location after it has been temporarily released.

Identify and dispose of evidence and property to purge closed or unfounded cases in accordance with written authorization or department policy and procedures; physically accompany, maintain security, and witness the destruction of unusual evidence and property including weapons, drugs, and drug paraphernalia.

Provide information and assistance to police officers and attorneys regarding status of case evidence.

Process District Attorney casework and forward with deposition to the division involved.

Maintain a centralized perpetual inventory of office supplies and law enforcement equipment; order, receive, and store supplies; retrieve supplies, and maintain accurate records of supplies received, stored, and distributed.

Receive requisitions from department personnel for office supplies; fill in-stock orders; and deliver to requesting division.

Operate modern office machines and equipment including typewriters, copiers, document shredders, and computer software.

Issue requisitions for uniform items to employees.

Photograph evidence as requested.

Provide current in-service training for Washoe County Sheriff's Office Patrol Officers.

Assist in training outside agency personnel on the proper procedures for packaging, documenting, preserving, submitting for analysis, and long-term storage of evidence.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental policies and procedures.

Pertinent laws, rules, and regulations that apply to the assigned function.

Principles, practices, methods, and techniques of maintaining and processing evidence and property including those used in the collection, handling, preservation, labeling, storage, and disposition of property.

Relationships and interactions between court structures and criminal justice agencies.

Occupational hazards and safety practices necessary to the area of work.

Ability to:

Understand the organization and operation of the County and outside agencies as necessary to assume assigned responsibilities.

Interpret and apply pertinent laws, codes, and regulations including administrative and departmental policies and procedures.

Operate photographic equipment.

Entry Level *(Applicants will be required to demonstrate these through written, oral, performance, or other evaluation procedures.)*

Knowledge of:

Techniques and methods of inventory control, record keeping, and reporting.

Modern office procedures, methods, and computer equipment.

Numerical, alphabetical, and subject matter filing systems.

Principles and techniques used in dealing with the public.

Basic mathematical principles.

Ability to:

Prepare and maintain accurate and complete records.

Verify accuracy and completeness of submitted documents.

Perform specialized clerical work, including maintaining appropriate files and compiling information.

Maintain confidentiality of data and information.

Interact effectively with a variety of individuals under potentially stressful situations.

Work independently with minimal supervision.

Understand and apply oral and written instructions or directives.

Operate modern office equipment including computer equipment.

Type and enter data at a speed necessary for successful job performance.

Communicate effectively, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work including coworkers, other agency personnel, and the public.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, crouch, stoop, squat, and lift 80 lbs.; and tolerate daily exposure to outdoors, chemicals, explosive materials, and biologically hazardous materials.

Ability to work in a professional office environment as well as various indoor and outdoor locations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.