

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	P647
FLSA:	N
WC:	7720
EEO:	5

CLASSIFICATION TITLE: PART-TIME EVIDENCE / PROPERTY TECHNICIAN

Applications are only accepted on-line at www.roswellgov.com/employment

PURPOSE OF CLASSIFICATION

The purpose of this classification is to preserve, collect, and maintain proper custody of all evidence found at crime scenes, ensuring the integrity of all evidence and property impounded until its disposition by the court system. This is a part-time position with hours worked not to exceed 29 per week.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Identifies, confiscates, preserves, and maintains the chain of custody of all evidence and/or property in accordance with current search and seizure laws and departmental policy; seizes or confiscates illegal substances or apparatus, such as drugs, drug equipment, or gambling devices, placing and securing items into property control.

Receives evidence and other property from officers, courts, citizens, and secured lockers; prepares receipts for evidence/property collected; logs evidence; enters evidence/property information into computer; tags evidence; packages, seals, and labels evidence and/or property; places evidence/property in secure/correct location; prepares and gives inventory lists of officer's evidence/property; prepares and processes court orders through the appropriate Court System to dispose of evidence/property; inventories seized vehicles for evidence/property; releases vehicles to owners/victims upon officer's approval; transports evidence to crime lab; physically destroys articles as required by law .

Answers questions; provides information; resolves complaints from the general public, other agencies and community groups; coordinates activities with other law enforcement agencies; receives and answers electronic mail pertaining to evidence and crime scenes.

Participates in departmental training; maintains physical fitness; attends classes and seminars.

Prepares crime lab submission reports; prepares and mails out letters to victims/owners to claim property; responds in writing and by telephone on requests for information.

Assists detectives on search warrants and recover evidence.

Maintains current knowledge of applicable laws, regulations, policies, and procedures; maintains an awareness of new procedures, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items.

City of Roswell, Georgia • Part-Time Evidence/Property Technician

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.

Prepares or completes various forms, reports, correspondence, time cards, supply lists, or other documents.

Receives various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, video recording and processing equipment, or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; one to two years of experience in office administration; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must obtain Certified Property and Evidence Specialist status from the International Association for Property and Evidence (IAPE) or its equivalent within 12 months of hire. Must possess and maintain a valid Georgia driver's license.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.

Data Utilization: Requires the ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of medium weight (30-50 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, temperature extremes, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.