

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: JANUARY 20, 2016**  
**CLOSING DATE: JANUARY 28, 2016**

**DEPARTMENT:** Sheriff's Office

**POSITION:** Property & Evidence Custodian

**LOCATION:** Globe

**JOB CODE:** 16-005

**PLEASE USE THE CIVILIAN/VOLUNTEER APPLICATION**

**OPEN TO GILA COUNTY EMPLOYEES ONLY**

**ANNUAL SALARY:** \$40,977.00-\$45,894.00 DOE

### PURPOSE OF THE JOB

The purpose of this position is to maintain the chain of custody of property and evidence while processing, storing, returning or destroying items in a safe and controlled manner. This position maintains, transports, protects, tracks and destroys or returns evidence. This position trains officers in proper handling and storage guidelines and assists attorneys, citizens, law enforcement agencies and other departments.

### SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Maintains chain of custody for all property and evidence; processes, invoices, logs and stores property and evidence; safeguards and maintains proper integrity; loads and transports property and evidence from outlying stations.	30%
• Maintains the proper packaging, handling and preserving for the specific types of property and evidence; assists Deputies and provides training on the proper packaging, handling, and preserving the specific types of property and evidence.	25%
• Transports evidence to and from the Arizona Department of Public Safety Crime Laboratory or other laboratory for analysis and ensures the proper forms have been completed.	10%
• Verifies the accuracy of information, checks serial numbers or other descriptive factors; verifies if the property and evidence is stolen property through the use of national and state crime information computer system.	10%
• Coordinates the destruction of property and evidence; completes the proper forms; and ensures compliance with the law and policies and procedures.	10%
• Coordinates the claim and return of property and evidence; answers questions from the public, officers, and other agencies regarding the procedures and processes involving property and evidence.	15%
• Performs other duties as assigned.	

### BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

### PROJECT RESPONSIBILITIES

Provides project research and clerical support on community service projects.

### ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures or processes and negotiates or persuades.

### WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails and reports.

### INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

### INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Continuously (More than 70% but less than 85% in a year)

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**MINIMUM EDUCATION REQUIRED**

Bachelor's Degree in Criminal Justice or closely related field.

**MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED**

Two (2) years of administrative experience and experience working for a law enforcement agency; or equivalent combination of education, training and experience.

**PROFESSIONAL CREDENTIALS REQUIRED**

Certified Property and Evidence Specialist Certification from the International Association for Property and Evidence, Inc.

**KNOWLEDGE REQUIRED**

Basic principles of proper evidence storage, preservation and disposal, public safety and security, Federal, State, Local laws, regulations, statutes, hazardous materials (handling and disposal), law enforcement, knowledge and experience in chain of custody and evidence preservation and handling.

**SKILLS REQUIRED**

Active learning, analytical thinking, reading, problem recognition, troubleshooting, time management, multi-tasking, typing and data entry,

**ABILITIES REQUIRED**

Read and write minimum High School level, memorize and recall, multi-task, maintain calm demeanor in stressful situation and deductive reasoning.

Perform detailed work with a high degree of accuracy; exercise good judgment in the safeguarding of confidential or sensitive information; work independently with minimal supervision; interpret, exchange, and act upon written and oral information; communicate clearly and concisely both orally and in writing; analyze information and draw valid conclusions; apply active listening techniques in order to obtain complete and accurate information; exercise diplomacy when dealing with people in sensitive situations; work within stringent deadlines in order to complete assignments within a designated time period; memorize and recall detailed information and/or number combinations; operate standard office and technical equipment; type at a speed necessary for adequate job performance; conduct research and gather information and statistics for the purpose of completing reports and administrative assignments; speak before groups for the purpose of providing information and explaining Sheriff's Office policies and procedures; moving equipment (e.g. dollies, hand trucks, and forklift) in order to prepare vehicles for release or to load and relocate property and evidence; develop feasible short and long range plans and goals to project and develop programs and projects; perform basic crisis management techniques required to effectively manage emergency situations; learn pertinent State and Federal statutes, laws, regulations, and Supreme Court rules governing the function.

Ability to work irregular hours, holidays, weekends, call-out and overtime.

**PHYSICAL DEMANDS**

- Occasionally stands to attend to customers; routinely stands to perform custodian work.
- Regularly sits to complete report and to attend to other duties; routinely sits to operate computers; occasionally sits to complete a program.
- May be required to lift work related materials, equipment or tools up to 75 lbs.
- Routinely requires dexterity for keyboard operation; rarely requires dexterity for special gadgets and for special machines.
- Incumbents in this position may be required to routinely bend; occasionally kneel and routinely twist.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.