

# Job Description

## Job Title

Property Evidence Technician

### City of Maricopa Overview

The City of Maricopa 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.

### Job Description

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 position. Other duties may be required, assigned, and expected commensurate with the administrative needs of the city.

The fundamental reason this classification exists is to handle a variety of functions dealing with the collection and storing of property and evidence. This is an entry-level position. Work requires the use of initiative and independent judgment and may be subject to shift work. Performance is reviewed and evaluated by the Property/Evidence Manager. This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all the possible duties that may be assigned.

- Perform duties using initiative and independent judgment with little or no supervision and with complete confidentiality;
- Establish and maintain effective working relationships with management, co-workers, other City departments, vendors, the public, etc.
- Developing new or improving existing systems, procedures and forms to increase efficiency;
- Follows up on assignments to determine progress and date of completion;
- Enter data or information into a computer terminal using software specific to the police department;
- Process property received from law enforcement personnel, maintaining integrity and chain of evidence;
- Transport evidence to/from DPS for analysis as needed;
- Photograph, collect, preserve and present physical evidence from a crime scene such as fingerprints, tire prints, shoe prints, firearms and biological items;
- Write departmental reports and supplements;
- Attend various meetings as needed;
- Actively support and uphold the City's stated mission and values;
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service;
- Perform related duties as assigned.

### Minimum Education and Experience

- 2+ years of experience in warehousing and inventory control.
- 1+ year of quality control, inventory and reconciliation.
- 3+ years of customer service.
- Knowledge of and/or experience in crime scene processing or photography.
- Other combinations of experience and education which provide the knowledge, skills, and abilities required to perform the work may be substituted.

*Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills and abilities for this job, may be substituted at the discretion of City management.*

## **Knowledge, Skills and Abilities**

### **Minimum Qualifications, Knowledge, Skills and Abilities**

- General police procedures for impounding and safekeeping property;
- Applicable federal, state and local criminal and civil laws, codes and regulations;
- Basic principles, practices and methods of warehousing;
- Hazards and safety precautions applicable to warehousing;
- Evidence collection and processing using a variety of technical equipment, materials, and processes;
- Photographic methods and equipment as related to crime scene investigations and laboratory processing;
- The principles of customer service;
- Department goals, objectives, policies, and procedures;
- Microsoft Word, Excel, Access, Explore a plus.

### **Ability to:**

- Communicate orally with internal/external customers and the public using a telephone, email, or face-to-face, in the English language and across educational, cultural, and social barriers.
- Make decisions and exercise resourcefulness in meeting new problems while balancing multiple priorities.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar with a high degree of accuracy.
- Must have strong organizational skills.
- Process items for conversion, destruction or auction per Operations Orders.
- Assist with annual inventories and reconciliation.
- Learn job-related material primarily through oral instructions and observation. This learning takes place mainly in an on-the-job training setting.
- Operate a computer utilizing a keyboard or other device.
- Remain in a standing or sitting position for extended periods of time.
- Move objects weighing less than 50 pounds short or long distances.
- Work with contaminated property and/or hazardous waste materials using normal protective equipment.
- Work in a variety of weather conditions with exposure to the elements.
- Perform job duties in conditions which include: decomposing bodies, strong odors, insects, hostility, emotionally charged situations, child and animal victims.
- Value and respect diversity.
- Promote the mission and values set by the City of Maricopa.
- Respond to sensitive situations in a positive manner.
- Work safely without presenting a direct threat to self or others.

### **Performance Aptitudes**

- **Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.
- **Human Interaction:** Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.
- **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, advisory and/or design data and information.
- Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, basic geometric principles and calculations, and statistics.
- Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.
- Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.
- 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 light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.
- Sensory Requirements: Some tasks require the ability to perceive and discriminate 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 traffic hazards.