

**Job Description: EVIDENCE TECHNICIAN, RECORD CUSTODIAN,
UNIFORM CRIME REPORTER**

CLASS NO. 1826

EEOC CATEGORY: Office and Clerical

PAY GROUP: 17

FLSA: Nonexempt

SUMMARY OF POSITION

Under general supervision, performs a variety of specialized non-sworn manual, clerical and other duties involved in receiving, storing, disposition and release of property and evidence collected by Sheriff's Office staff; maintains control records of evidence, found property and other items and performs related work as required. Also maintains Sheriff's Office case records, storage, requests for records, storage room and access. Additionally collects crime data and reports monthly to the Department of Public Safety.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Chief Deputy
2. Directs: This is a non-supervisory position.
3. Other: Has frequent contact with other departmental employees; federal, state and local law enforcement agencies; other local officials; criminals; crime victims and the general public.

EXAMPLES OF WORK

Essential Duties*

FOR EVIDENCE OFFICER

Receives, categorizes, stores and maintains custody of a wide variety of evidence, property, weapons and other items in accordance with applicable local, state and federal laws and regulations.

Releases evidence and property to the Crime Lab and to sworn staff for court purposes, rightful owners upon authorization and to contract vendors for auction purposes.

Maintains comprehensive records related to evidence and property.

Maintains custody of seized firearms, prepares teletype requests regarding the stolen status and ownership of seized firearms and places firearms and other weapons in secured lockers.

Staffs the Property Room and assists callers and the public in person and by telephone.

Responds to inquiries and requests from department staff, law enforcement agencies and others.

Uses a computer and applicable software to enter and maintain data and produce a variety of correspondence and reports.

*For the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Updated and Approved CC 2/11/2014

CLASS NO. 1826 (Continued)

Selects released property for disposal or action; contacts contract auctioneer; provides for the transfer of property into the auction process and coordinates the resulting deposit of funds.

Communicates with property owners, victims, vendors and court and legal representatives regarding property and evidence questions.

Directs or provides the transportation of items to and from county storage facilities.

Assists with or provides for the transportation of weapons, rape kits, urine samples and other evidence for physical analysis and /or court proceedings.

Assists with or provides for the transportation of firearms for destruction and records data relative to destruction.

Lifts and carries a variety of property, evidence and other items weighing up to 50 pounds.

Drives a vehicle on County business.

Testifies in court.

FOR RECORDS CUSTODIAN

Performs a variety of responsible, specialized, police-related clerical and recordkeeping duties; updates and maintains records and files.

Maintains records room, files, and distributes records as needed.

Responds to outside agencies' records requests in accordance with applicable local, state and federal laws and regulations.

Performs a variety of specialized clerical or recordkeeping duties and other tasks related to the Sheriff's Office as needed.

FOR UNIFORM CRIME REPORTING

Produces reliable crime statistics for law enforcement administration, operation and management.

Measures the extent, fluctuation, distribution, and nature of crime through the collection of data on the eight serious Crime Index Offenses.

Chronicles the total volume of serious crime known to police; shows the activity and coverage of law enforcement agencies through arrest counts and police employee strength data.

Reports findings monthly to Department of Public Safety for use in determination of countywide grant approval.

OTHER IMPORTANT DUTIES*

Performs such other related duties as may be assigned.

CLASS NO. 1826 (Continued)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Records processes and procedures

Skill/Ability to: Operate a computer to prepare records and reports; establish and maintain effective working relationships with other law enforcement agencies, the District and County Attorney's offices, other departmental employees and the general public; demonstrate proficiency in both oral and written communication; maintain accurate records; and maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities and good driving record.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduate, or its equivalent

Or, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.