

Job Posting

Job ID:	45708189	Job Duration:	Indefinite
Position Title:	Property and Evidence Technician	Min Education:	H.S. Diploma/Equivalent
Company Name:	Marlin, City of	Min Experience:	1-2 Years
Job Function:	Other	Required Travel:	10-25%
Entry Level:	No	Salary - Type:	Hourly Wage
Job Type:	Part-Time	Location(s):	Marlin, Texas, 76661, United States

CONTACT INFORMATION

Contact Person: Drosto Montgomery **Phone:** 2548839255
Email Address: d.montgomery@marlintx.net **Fax:** --
Apply URL: <https://marlintx.net/>

Job Description

SUMMARY OF POSITION

Under limited supervision, performs a variety of tasks associated with the receiving, tracking, handling, processing, storage, safekeeping and proper disposal of all evidence and property.

ORGANIZATIONAL RELATIONSHIPS

1. Reports To: Police Captain and/or Chief of Police
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with Police Department employees, employees in other City departments and the general public.

Essential Duties

Receives, processes, accounts for and securely stores evidence collected by Police Department Personnel, using the evidence log in the Microsoft Excel Program;

Transports and/or mails and receives evidence and reports to/from the State Lab, as well as any other Law Enforcement Agency;

Conducts research on property/evidence for destruction, sale and/or converted to city use, and disposes of items in accordance with local, state, and federal laws and regulations;

Coordinates, prepares and approves all items designated for auction, reconciles the auction report, ensures timely deposit of funds;

Conducts inventories/audits in accordance with Police Department Policies and Procedures;

Responds to inquiries and requests from department personnel, criminal justice agencies such as County/District Attorneys and City Prosecutors, and the public in regards to property;

Responsible for maintaining retention dates and prepare destruction on records;

Preserves, examines and secures evidence; documents all handling of evidence and property; maintains activity logs and generates reports as needed;

Releases items to authorized parties within scope of authority and documents return of evidence to custody;

Tracks statute of limitations and legal time frames and assures compliance to regulations;

Maintain the integrity, professionalism, values and goals of the Department by assuring that all rules and regulation are followed, and that accountability and public trust is maintained;

Other Important Duties

Serves as essential emergency personnel when required in an emergency event;

Regular and prompt attendance is an essential function of the position; and performs such other related duties as may be assigned.

Job Requirements

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Public Information Act; modern office procedures and practices; and word processing.

Skill/Ability to: apply correct business English, spelling and arithmetic; operate modern office equipment, including electric typewriter and copy machine; type accurately at a speed of at least 55 words per minute; establish and maintain effective working relationships with co-workers and employees in other departments; deal effectively with the public; handle several items at one time accurately during stressful situations; understand and follow oral instructions and request clarification when needed; and maintain appropriate necessary certifications. Safety/Physical Requirements: ability to sit stationary for extended periods of time; bending, stooping, and reaching as needed; and the ability to lift/carry 25 pounds of material.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduate, or its equivalent, plus at least two years of experience as a secretary; or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Valid appropriate Texas driver's license. Must be bond-able. Property and Evidence Certifications within six months of employment.