

## **JOB ANNOUNCEMENT**

### **EVIDENCE SPECIALIST**

**Position:** Regular, Part-time, 32 hours per week  
**Schedule:** Monday – Thursday, or as otherwise determined by mutual agreement  
**Salary Range:** Grade 13, \$20.69 to \$25.15 per hour  
**Bargaining Unit:** Non-Represented  
**Benefits:** Excellent benefits including medical, dental, vision, state retirement, Social Security replacement 401(a) plan, and prorated holidays, vacation and sick leave.  
**Location:** Police Department, 21900 11<sup>th</sup> Ave S., Des Moines, WA 98198  
**Closing Date:** 08/08/2014

### **To Apply**

Apply **online** at [www.desmoineswa.gov](http://www.desmoineswa.gov) or submit a city **application form**, along with a **resume** and **cover letter** explaining how you are qualified for the position to:

City of Des Moines  
Human Resources  
21630 11th Ave South, Suite A  
Des Moines, WA 98198

### **Nature of Work**

Under the direction of the Investigations Sergeant, performs technical work associated with managing a found property room and maintaining an evidence room.

### **Job Duties and Responsibilities**

- Accepts, records, and stores all property and evidence taken into custody by police department personnel.\*
- Maintains accurate records of all property and evidence taken into custody.\*
- Assumes responsibility for the care and legal preservation of all property/evidence under his/her control.\*
- Educates and advises department members on proper handling and packaging of property/evidence placed in police custody.\*
- Evaluates the storage requirements of all property and stores it in the most appropriate area and manner.\*
- Retrieves property/evidence as required for court or review or for return to rightful owner.\*
- Assures all evidence sheets are properly completed.\*
- Completes lab requests for latent, AFIS, WSP crime labs.\*
- Conducts file inquiries on computer and research to assure proper disposition of evidence.\*
- Maintains a legally sufficient chain of evidence tracking system.\*
- Researches ownership of found property.\*
- Disposes of property/evidence by returning it to the owner, destruction, or auction upon case clearance in accordance with laws, ordinances, rules and procedures.\*

- Packages and arranges for transportation of evidence to appropriate laboratories for analysis.\*
- Transfers money from safe to general fund, seizure fund when appropriate.\*
- Maintains and orders evidence packing material and patrol supplies.\*
- Maintains the evidence room in an orderly fashion so that items of property/evidence can be easily located and periodically audited.\*
- Maintains property and evidence records, collects necessary data, prepares reports, and completes forms as assigned.\*
- Strictly maintains confidentiality requirements of the Police Department.\*
- Controls and properly disposes of all biohazard waste.\*
- May assist investigators with crime scene processing.\*
- Drives City vehicle to deliver or process evidence. \*
- Orders, stocks, and maintains miscellaneous department supplies as directed. \*
- Establishes and maintains cooperative, effective working relationships with coworkers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Other duties as assigned by supervisory personnel.\*

**\* = Essential Functions**

### **Necessary Knowledge, Skills, and Abilities**

- Knowledge of applicable laws, ordinances and departmental policies for the proper handling and disposal of property and evidence.
- Knowledge of operation of office machines/equipment including computers, printers, typewriters, ten-keys, copiers, and other peripheral devices.
- Working knowledge of fingerprinting techniques.
- Ability to understand and follow complex verbal and written instructions.
- Ability to plan and organize work.
- Ability to maintain accurate, detail oriented records.
- Ability to meet schedules and timelines, and work independently with little direction.
- Ability to utilize computers, databases and related software typing with sufficient speed and accuracy to accomplish assignments in a timely manner.
- Ability to produce written documents with clearly organized thoughts using proper sentence structure, punctuation, and grammar.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to respond to property room at any time to accept large quantities of evidence.
- Ability to perform the essential functions of the position.

### **Education and Experience Requirements**

- Graduation from high school or GED and three years related experience such as record management, inventory control, filing, etc.
- Advanced skills utilizing Microsoft Word, Excel, and database record management preferred.

### **Special Requirements**

- Successful completion of pre-employment drug test, polygraph, and intensive background investigation.
- Valid Washington driver's license with satisfactory driving record.
- Must maintain current bloodborne pathogen training.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

### **Working Conditions and Physical Abilities**

Work is performed primarily in a clean, enclosed, climate-controlled workspace with evidence and testing equipment. Work is occasionally performed outdoors under varying weather conditions. Position requires ability to sit, talk, and hear; frequently requires the use of hands to finger, feel or handle writing utensils, computers, and office supplies which require repetitive arm, wrist and hand movements. Occasionally requires standing, reaching, balancing, stooping, kneeling, crouching, bending, crawling, and lifting up to 50 lbs. Visits to job sites may require walking on uneven, rocky or rough ground. Employee mixes and works with chemicals using normal protective equipment.

### **Equal Opportunity Employer**

- Because the City of Des Moines values diversity in the workplace, people of all ethnic backgrounds and persons with disabilities are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

### **General Information**

- The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge, skills and abilities typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.
- The City of Des Moines is a drug-free, tobacco-free workplace.
- The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.