

Classification Title: Property/Evidence Clerk

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Preserves and maintains the integrity, discretion and confidentiality of all records and evidence collected by departmental personnel. Inventories, orders and issues equipment for all employees.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	M	Maintains precise records to ensure chain of custody of evidence. Documents and stores identified individual pieces of evidence. Disposes of evidence as prescribed by law.
2	L	Researches, inventories and orders all car equipment for new vehicles. Schedules installation. Documents all departmental vehicle and ancillary equipment installed and maintained. Records and retains vehicle accident reports.
3	L	Maintains security for all unassigned weapons for the Sheriff's Office. Researches and purchases vests for all officers. Issues replacements as appropriate.
4	L	Issues materials, supplies and uniforms and controls inventory. Researches vendors and materials, compares prices and places orders, ensuring products are received and payments are processed.
5	L	Responds to inquiries and requests from customers, vendors and officers, verifying transactions and reconciling discrepancies. Develops and presents regularly scheduled reports to supervisor.

CLASSIFICATION REQUIREMENTS:

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Education	High school diploma.
Experience	Two years experience in inventory control, bookkeeping or related field.

CLASSIFICATION REQUIREMENTS	
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None.
Reading	Intermediate
Math	Basic
Writing	Basic
Managerial	Receives Limited Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Interpersonal / Human Relations Skills	Work requires regular contact with individuals and may require providing advice to others on specific issues and/or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Hand tools, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Gloves, safety shoes