

CITY OF TAFT

CLASS TITLE: PROPERTY CLERK

RANGE 21.1
\$1,057 - \$1,284 Bi-weekly

BASIC FUNCTIONS:

Under general supervision maintains property and evidence seized by officers of the Taft Police Department in a safe and secure environment.

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief or his/her designee.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assumes responsibilities for the care and custody of property and evidence seized by police officers.

Maintains an accurate account of all property and evidence seized.

Maintains an accurate "Chain of Custody" of property and evidence.

Readies evidence needed for court presentation on request of the officer involved.

Makes sure that all evidence requiring laboratory analysis is taken to the Kern county District Attorney's Crime Lab or to the Kern county Sheriff's Technical Investigations Section as appropriate.

Maintains accurate account of dispositions of property and evidence; disposal of or return of found property. Dispositions on firearms and other weapons. Disposition of narcotics and related paraphernalia. Makes sure property belonging to victims of crimes is returned on adjudication of case in court.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) High School Diploma or GED equivalent.

(B) Two (2) years of general work experience, preferably including work in law enforcement or related field.

Necessary Knowledge, Skills and Abilities:

(A) Ability to organize a professional and easily maintained method of securing property.

(B) Ability to develop a good working knowledge of the laws pertaining to the handling of property and evidence, and keeping abreast of changing laws in this regard.

(C) Ability to keep accurate records.

(D) Ability to adapt to a flexible work schedule.

SPECIAL REQUIREMENTS

State of California Drivers License and a good driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit, stand, and walk.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

City of Taft Application required, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.