



THE CITY OF BELEN is accepting applications for:

Evidence Tech

FULL-TIME REGULAR

DEPARTMENT: Police

SUPERVISOR: Administrative Sergeant

FLSA: Non-Exempt

BARGINING: Non-Bargaining

SALARY: \$17.00 hourly

JOB SUMMARY:

Receives, catalogs, stores, and handles physical evidence obtained from crime scenes; maintains physical custody and disposes of evidence in accordance with established protocol, procedures, standards, and best practices. Maintains facilities and equipment, and orders and maintains supplies.

DUTIES AND RESPONSIBILITIES:

- Accepts, processes, and secures evidence collected from crime scenes.
- Maintains database records to catalog the location, description, ownership, chain of custody,
- Coordinates the release, disposition, and destruction of evidence, and maintains appropriate transactional records.
- Tracks the movement and handling of evidence through the legal process.
- Prepares accurate property and evidence reports,
- Maintains records of evidence used in courts; ensures that evidence is returned and logged back into facility.
- Verifies proof of ownership of released property, and processes property releases upon court order or letter from the district attorney.
- Disposes of evidence and bio hazardous materials, following established state, county and city policies and procedures.
- Prepares documentation and evidence for court, may be required to testify in court.
- Ensures evidence is sent or taken to crime lab for analysis.

- Prepares purchase requisitions, orders and maintains inventory of supplies and forms.
- Performs miscellaneous job-related duties as assigned.

Application and full position description available at 100 South Main, Belen, NM 87002 or on the City website - <http://www.belen-nm.gov>

APPLICATIONS WILL BE ACCEPTED THRU OCTOBER 18, 2022

The City of Belen is an Equal Opportunity Employer