



JOB DESCRIPTION

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.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

- Completion of at least 60 college credit hours in a related field or discipline and 2 years of experience that is directly related to the duties and responsibilities specified.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of federal, state and local laws related to the entry, storage, transfer and disposal of evidence and property.
- Ability to make administrative/procedural decisions.
- Records maintenance skills.
- Ability to communicate effectively, both orally and in writing.
- Ability to gather and analyze statistical data and generate reports.
- Database management skills.
- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Organizing and coordinating skills.
- Ability to create, compose, and edit written materials.
- Word processing and/or data entry skills.
- Ability to gather data, compile information, and prepare reports.
- Ability to safeguard confidential information.

LICENSURES AND CERTIFICATIONS REQUIRED:

- Valid New Mexico driver's license.
- Must be certified by the International Association of Property and Evidence within one year of hire.

OTHER CONDITIONS OF EMPLOYMENT:

- Specialized training may be required as necessary.
- Ability to perform essential functions and adapt to working conditions.
- No history or pattern of reckless driving, DWI/DUI or irresponsible driving in the last five years.
- No history of felony misdemeanor conviction involving moral turpitude, violence, distribution of controlled substance or dishonesty.

WORKING CONDITIONS:

- Work involves exposure to unusual elements, such as extreme temperatures, dirt, fumes, smoke, unpleasant odors, and/or loud noises.

- Requires handling of average-weight objects up to 50 pounds or some standing or walking.
- Work involves some exposure to extreme hazards or physical risks, which require following extensive safety precautions.

PRE-EMPLOYMENT REQUIREMENTS

- Interview
- Criminal record check.
- General employment background check.
- Driving record check.
- Pre-employment physical and drugtest.

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills and abilities.

The City of Belen is an Equal Employment Opportunity Employer and a Drug Free Workplace Employer. All final candidates are subject to a pre-employment drug screen, and pre-employment background check.