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34009 ALVARADO-NILES ROAD  
UNION CITY, CA 94587  
(510) 471-3232

## **PROPERTY AND EVIDENCE SPECIALIST**

### **DEFINITION**

Under general supervision, to receive, document, release, or dispose of all property and/or evidence received by the Union City Police Department; to provide lead direction to one Vehicle Maintenance Cadet.

### **EXAMPLE OF DUTIES**

- Receive, record, store all items of property or evidence.
- Maintain chain of custody records for property items.
- Maintain suspense file of stored property, send notices to owners of unclaimed property.
- Correspond with property owners, or persons recovering property.
- Purge items not to be returned to owners.
- Coordinate the auction of unclaimed property.
- Answer questions either verbally or in writing from the public regarding the disposition of property.
- Coordinate the destruction of evidence with local agencies.
- Ensure the security of the property area and stored items.
- Maintain records of controlled items (narcotics, firearms).
- Access information using automated terminals to determine court dispositions or activity status.
- Maintain records of court dispositions and charge sheets.
- Oversee the duties of a Police Vehicle Maintenance Cadet.
- Order and maintain necessary forms and supplies for the section.

### **OTHER JOB RELATED DUTIES**

Performs other related duties as may be occasionally required.

# **PROPERTY AND EVIDENCE SPECIALIST**

## **ESSENTIAL QUALIFICATIONS**

### **Knowledge Of:**

English usage, spelling, grammar and punctuation; business letter writing, practices, procedures; automated information retrieval systems; principles and procedures for record keeping. Policies and procedures of property handling and disposition; basic business math; modern office methods, practices and procedures; principles of supervision.

### **Ability To:**

- Communicate clearly and concisely, both orally and in writing.
- Work independently without immediate supervision.
- Maintain self-control in dealing with hostile individuals.
- Establish and maintain extensive written records and prepare written reports.
- Read, learn, interpret, and apply policies and procedures related to custody of property.
- Perform basic business math related to the accounting for large sums of money.
- Operate a variety of modern office equipment including computer terminals;
- Provide lead direction over assigned staff.
- File alphabetically, numerically, and chronologically.

## **EXPERIENCE AND TRAINING**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience – Two years of increasingly responsible clerical experience involving inventory control or a closely related activity.

Training – Equivalent to completion of the 12<sup>th</sup> grade supplemented by specialized clerical training.

License – Possession, or be able to obtain and maintain an appropriate valid California Driver's license.

## **SPECIAL REQUIREMENTS**

Essential or important duties require the following physical abilities and work environment.

Ability to work in an office environment; lift items weighing up to 60 pounds; to climb ladders and/or step up on stool while lifting items weighing up to 60 pounds; to handle controlled substances, firearms, and potentially biological contaminated items; to work a (10) hour day, (4) days per week shift.

Successfully undergo a comprehensive personal and business-related background check and polygraph examination.

