



PROPERTY ROOM MANAGER (JOB #3718)

Pierce County Sheriff's Department

PAY RANGE: \$5,044 - \$6,462 Per Month

CLOSING DATE: Must be received by 4:30 pm, Friday, September 7, 2007

GENERAL FUNCTION

This is responsible, professional work in the management of the Pierce County Sheriff's Department Property Room. The Property Room Manager uses a variety of complex rules and processes which require the application of specialized knowledge and skills.

MINIMUM REQUIREMENTS TO APPLY

Graduation from a two (2) year college with an Associates Degree in Business Administration, Public Administration, Criminal Justice or related field, PLUS, four (4) or more years experience performing property and/or evidence control duties for a law enforcement agency. Additional education or experience may substitute equally for the position requirements. Applicants must be U.S. citizens and be able to read and write the English language per RCW 41.04. A valid Washington State driver's license is required. Ability to successfully complete a background investigation is required, which may include urinalysis, medical physical, psychological and polygraph examinations.

ESSENTIAL FUNCTIONS

- Organize, manage, coordinate, supervise and direct the work of the Property Room, which is responsible for the processing, identifying, recording, storing, safekeeping, destruction and disposal of property and evidence.
- Make recommendations regarding the recruitment, selection, discipline and termination of subordinate employees. Train, direct, and provide specific assistance to Property Room staff.
- Evaluate employee performance as scheduled or as necessary; monitor and conduct employee performance evaluations and merit pay processes; counsel employees to achieve improved performance and productivity as required; oversee employee goal setting, training and staff development programs.
- Research, prepare and manage the Property Room annual budget according to established guidelines. Evaluate and analyze expenditures and revenues; justify budget needs. Anticipate needs and develop appropriate resources including funding sources to complement existing programs or to address special identified needs of a program or section.
- Develop and implement operating procedures consistent with regulations controlling the Property Room's responsibilities.
- Coordinate and work closely with contract customers, County departments, local and state agencies to coordinate activities and comply uniformly with requirements.
- Participate with other departmental groups, other agencies, and computer user groups in the development, testing, and implementation of computer function and hardware.
- Prepare or review correspondence, reports and other documents. Respond to correspondence, memos, and requests for a wide variety of information generated by other agencies at the request of various members of the Sheriff's administration.
- Formulate, develop, ensure implementation of and provide continuous review of Property Room goals and objectives. Analyze, develop, recommend and/or determine improvements to ensure continued operation and system(s) effectiveness.
- Support and provide a high standard of customer service within the Property Room to members of the public, contract customers, Department personnel, etc.
- Maintain statistics and benchmarks for Property Room activities.
- Provide expert guidance, instruction, and/or information to staff, system users, community academy classes and others as appropriate in formal and informal settings regarding the Property Room and its area of responsibility.
- Explain and interpret regulations to the public in person, writing and on the telephone.
- Represent the Department in meetings, conferences and public appearances.
- Provide expert courtroom testimony in all phases of the job.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Meet the traveling requirements of the position. Work a flexible schedule, which may include evenings, weekends, and holidays. Safely carry and lift up to 50 pounds.

HOW TO APPLY

- You may complete an application and related materials online via the Pierce County website at: www.piercecountywa.org/jobs
- You may have an application packet sent to you via the 24-Hour Job Line: (253) 798-7466
- **Your submitted application packet must include:**
 - **Pierce County employment application form**
 - **Exam Answers**
 - **Certification of Standards Form**
- **Your application and related materials must be received by Pierce County Human Resources by 4:30 p.m. on Friday, September 7, 2007.** A resume in lieu of the completed application packet is not acceptable.

CIVIL SERVICE/PIERCE COUNTY HUMAN RESOURCES DEPARTMENT
615 South 9th - Suite 200, Tacoma, Washington 98405-4670
Telephone (253) 798-6250; TT (253) 798-3965; Fax (253) 798-7489

Pierce County will consider reasonable accommodations to applicants with disabilities, if requested. Notify the Chief Examiner at (253) 798-6250 at least one week prior to the need.

EXAMINATION PROCESS

- Your answers to the questions below will be evaluated and scored.
- The top six candidates will be invited to participate in a competitive performance exam.

Answering the questions below is part of the examination process and is mandatory. Answer each question fully and clearly. **On a separate sheet(s) of paper or online**, please describe in detail your past work experience and education in the following areas. List your employer(s) and dates of employment separately for each question.

****THIS IS A TEST AND COMPLETION IS MANDATORY****

Your answers will be scored according to established criteria. Please be specific and detailed in your answers, so that enough information is provided in order to be evaluated. Incomplete information will result in a lower score or rejection of your application.

- 1. Describe the duties you have performed in a property and/or evidence control room for a law enforcement agency. Include employer(s), dates and years of experience performing each duty.**
 - 2. Describe your experience managing, supervising or leading personnel. Include employer(s), specific duties; # of personnel, type of personnel (i.e. clerical, technical, professional), dates and years of experience.**
 - 3. Describe your experience in the development, implementation, interpretation and/or enforcement of policies and/or procedures consistent with regulations controlling property/evidence. Include employer(s), specific duties, dates and years of experience.**
 - 4. Describe your experience preparing, managing and/or monitoring the annual budget for a section/unit. Include employer(s), specific duties, budget amount(s), dates and years of experience.**
 - 5. Describe your experience with computer software systems specifically designed for property/evidence control. Include employer(s), specific duties, name(s) of computer software, dates and years of experience.**
- Veteran's Scoring Criteria will be granted in accordance with RCW 41.04.
 - All Sheriff Department employees serve a one (1) year probationary period.

PIERCE COUNTY CIVIL SERVICE COMMISSION
FOR SHERIFF'S EMPLOYEES

CERTIFICATION OF STANDARDS

**READ BOTH SIDES OF THE CERTIFICATION OF STANDARDS FORM
CAREFULLY.**

**THIS CERTIFICATION MUST BE SIGNED IN TWO (2) PLACES AND ATTACHED
TO YOUR APPLICATION PACKET.**

The Pierce County Sheriff's Department conducts a background investigation on candidates for positions in the Sheriff's Department. Such an investigation may include, but is not limited to:

- ◆ Reference Checks
- ◆ Personal Interviews
- ◆ Oral Board Interview
- ◆ Neighborhood Check
- ◆ Work History Check
- ◆ Pre-Offer Polygraph Examination
- ◆ Post-Offer Psychological Testing and Interview
- ◆ Criminal, Driving, and Financial History Checks
- ◆ Post-Offer Medical Examination
- ◆ Pre-Offer Drug Screening UA

Please read each area carefully, including your certification that you meet the outlined standards. Your certification will be verified during the course of the required background investigation and polygraph examination. **Inconsistent information or dishonest certifications will be grounds for rejecting your application. Inconsistent information is considered deception.**

**PIERCE COUNTY SHERIFF'S DEPARTMENT
STANDARDS ON ILLEGAL DRUG POSSESSION**

"Possession" is defined as: control, touching, holding any illegal (non-prescribed) drug.

- You must be **DRUG FREE** for the three (3) years prior to this application.
- Your lifetime marijuana possession must not have exceeded twenty-five (25) times; but you can be considered for employment if you have had no possession in the last ten (10) years (check block 2 below), and
- Your lifetime possession of all other illegal drugs must not have exceeded four (4) times total; but you can be considered for employment if you have had no possession in the last ten (10) years (check block 2 below), and
- You must never have manufactured, sold, or transported any illegal controlled substances, including marijuana. No consideration for employment will be given for this standard; regardless of timeframe (10 year rule will not apply).

It is understood that many candidates have experimented on a limited basis with illegal controlled substances in their past, and this behavior may not be an accurate indication of future performance with PCSD. Possession of any controlled substance outside the above standard, that occurred more than (10) years prior to applying, WILL BE CONSIDERED UPON REQUEST OF THE CANDIDATE BY SELECTING CERTIFICATION OPTION #2 BELOW.

1. I understand that the above standards are the standards of the Pierce County Sheriff's Department and I am in compliance with those standards and wish to submit my application for further consideration.

Click Here **If submitting online**

Signature

Date

2. I am not in complete compliance with the above standards but I can certify that I have not possessed illegal substances or drugs in the past ten (10) years and I wish to submit my application for further consideration.

Click Here **If submitting online**

Signature

Date

PIERCE COUNTY SHERIFF'S DEPARTMENT BACKGROUND STANDARDS

- **I have not been convicted of a felony as an adult.**
- **I have not been convicted of a misdemeanor within the past three (3) years of the date of this application.**
- **I have reviewed, and understand the driving standards information below and do not exceed the six (6) point driving violation limit for the 36 months preceding the date of this application.**

The following driving standards represent the maximum allowable violations of driving laws and must not exceed six (6) total points in the last 36 months.

Violation	Points	Violation	Points
▶ Denial of issuance of driver's license	8	▶ Convictions or forfeitures (paid fines) for other moving violations not involving an accident	2
▶ Negligent homicide	8	▶ Reckless driving (involving an accident)	8
▶ Driving under the influence of alcohol or drugs	8	▶ Reckless driving (not involving an accident)	6
▶ Negligent driving (involving an accident)	4	▶ Speeding in excess of the posted limit:	
▶ Hit and run (attended)	8	▪ 0 – 14 over	2
▶ Hit and run (unattended)	6	▪ 15 – 19 over	3
▶ Driving while driver's license suspended	4	▪ 20 – 25 over	6
▶ Convictions or forfeitures (paid fines) for other moving violations involving an accident	4	▪ over 26	8

Note: Other driving offenses not listed here will be assessed point values on a case by case basis.

PROCESSING REQUIREMENTS OF THE POSITION

- **I am a US Citizen, as required by the RCW.**
- **I can read and write the English language so as to be easily understood, as required by the RCW.**
- **I have a high school diploma or GED.**
- **I possess or can obtain a valid Washington State driver's license by the date of hire.**
- **I am able to provide proof of insurability.**
- **I am willing to undergo a thorough medical examination and psychological evaluation, if required.**
- **I am willing to undergo a polygraph examination.**
- **I am willing to undergo a pre-offer drug screening UA.**
- **I am able to perform, with or without reasonable accommodation, the essential functions of the position. (Please see "Essential Functions" section on announcement)**
- **I have not been removed for cause from an employment register for any position in the Pierce County Sheriff's Department during the past 12 months from the date of this application.**

Note: If you have committed illegal actions, whether or not you were caught, these actions may be grounds for disqualification. If you have questions regarding this issue, you may contact the Civil Service Commission Office or the Pierce County Sheriff's Department Background Unit.

******THIS CERTIFICATION OF STANDARDS MUST BE ATTACHED TO APPLICATION PACKET******

I have read and understand the standards and requirements of the position for which I am applying. I hereby certify, under the penalty of perjury in the State of Washington, that I meet and am willing to undergo all noted requirements of the position I am applying for. I am aware that should investigation at any time disclose misrepresentation or falsification, my application may be rejected, my name removed from consideration or I may be discharged from my employment. I understand that at my time of hire, I will be required to show documentation of US citizenship and authorization to work in the United States.

Click Here if submitting online

Print Name _____

Date _____

Signature _____

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Pierce County that no person shall be subjected to employment discrimination because of race, creed, religion, color, national origin, sex, sexual orientation, marital status, age, disability, veteran status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person.

BENEFITS

VACATION LEAVE: Upon completion of 13 pay cycles (approximately six months) employees receive six days of vacation leave. Vacation accrues at the rate of 12 days per year initially, up to a maximum of 30 days per year.

SICK LEAVE: Employees receive six days of sick leave upon completion of 13 pay cycles. Sick leave is accrued at the rate of one day per month.

HOLIDAYS: Pierce County employees enjoy ten paid holidays and if eligible, two personal holidays.

MEDICAL COVERAGE: Excellent choices of medical plans which include vision and prescription drug coverage are available for the employee and dependents.

DENTAL COVERAGE: Our dental program includes orthodontic coverage for employees and dependents.

LIFE INSURANCE: County paid life insurance for all full time/full benefit employees is effective the first day of employment. Additional life insurance is available at the employee's expense.

RETIREMENT: Pierce County employees participate in the Washington State Public Employees Retirement System (PERS). Pierce County Deputy Sheriffs participate in the Law Enforcement Officer (LEOFF) Retirement System. Employees and the County contribute jointly to the plan.

SOCIAL SECURITY AND INDUSTRIAL INSURANCE: Employees are covered by Social Security and the State Industrial Insurance Act.

IN ADDITION: Pierce County offers its employees an Employee Assistance Program, access to a credit union, two Deferred Compensation Programs, a Wellness Program, a child care referral service, a variety of on-going training programs, an Employee Suggestion Award Program, Long Term Disability Insurance, commuting assistance including bus and vanpool subsidies, direct payroll deposit, and U.S. Savings Bonds through payroll deduction.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained herein may be modified and/or revoked without notice.

SPECIAL NOTE: Union affiliation: Job classifications covered by union security provisions require union membership, dues, or payment of equivalent services fees.