



# Employment Opportunity

*Making A Difference Through Quality Service*

## Senior Property and Evidence Technician

**Monthly Salary Range: \$3,537-\$4,300**

**Final Filing Date: 4:00 p.m. February 26, 2008**

### **THE DEPARTMENT**

The Clovis Police Department is comprised of 166 full time employees of whom 115 are sworn personnel. Recognized both locally and state-wide, the Clovis Police Department serves the community and its citizens using a positive community based approach to law enforcement. The department has developed programs and forums with community members and local business owners to address concerns and target problem areas. This approach has enhanced the department's ability to deliver services to the community.

### **THE POSITION**

The Senior Property and Evidence Technician is responsible for providing lead direction to other employees and has considerable independence in selecting work methods and procedures for the Property and Evidence Room. Under general supervision the Senior Property and Evidence Technician, administers all aspects of the department's property functions. Responsible for developing and implementing efficient procedures and operations pertaining to the receipt, storage, accounting, retrieval, control and disposition of all seized property, including associated records, forms, reports and related statistical information. Examples of duties include, but are not limited to leading and coordinating the Property and Evidence Room activities; engaged in the custody and safekeeping of a variety of articles which are held as evidence in connection with the investigation of crimes held for safekeeping; ensures the chain of custody is maintained; coordinates the receipt, tagging, storage, retrieval, and release or disposal of evidence and property; participates in and is responsible for ensuring the maintenance of records on all evidence and property; executes the release of impounded property; coordinates the removal of property and evidence through disposal, sale or auction; processes weapons for disposal through sale, auction or through destruction; trains and answers questions from law enforcement personnel on the Property and Evidence computer system, Property and Evidence Room policies and procedures and the use of appropriate forms; testify in court regarding property that has been in custody; makes recommendations concerning changes in forms, procedures, and physical layout; analyzes current and future property storage needs; develops and makes recommendations to modernize and improve operations and procedures; ensures compliance with court orders; keeps abreast of and ensures compliance with departmental rules, regulations and policies, as well as laws and codes pertaining to the storage and disposition of various types of property; develops and maintains statistical information and reports pertaining to the processing of property; and performs related duties as required.

### **QUALIFICATIONS**

Any combination of education and experience equivalent to graduation from High School and four years of experience as a Property Room Technician or similar position with a law enforcement agency. Completion of (30) semester units from an accredited college or university may be substituted for one year of experience. Also, requires possession of a valid Class C California Drivers license and a good driving record.

## **SELECTION PROCESS**

Interested applicants must submit a **completed City of Clovis employment application no later than 4:00 p.m. on February 26, 2008**, to the City of Clovis Personnel Office. **Applications may be submitted on-line at [www.cityofclovis.com](http://www.cityofclovis.com) or delivered to the City of Clovis Personnel Office at 1033 Fifth Street, Clovis, CA 93612.** For additional questions you may contact Personnel at (559) 324-2725. All applications will be reviewed based on the necessary employment standards for the position. Those candidates who best meet the needs of the operation will be invited to participate in an oral examination that will be weighted 100%. *Veterans Preference Points may be provided if a DD214 demonstrating qualifying service is attached to the employment application. Reasonable accommodation, when needed, for otherwise qualified candidates with disabilities, must be requested in writing at the time of application.*

The examination may consist of questions relative to the knowledge of methods and procedures for receiving storing, inventorying, issuing and safeguarding property and evidence; procedures and methods of inventory and accounting for the disposition of property and evidence; federal, state and civil laws, codes and regulations related to property and evidence control under the custody of law enforcement agencies; basic principles, practices and methods of warehousing; techniques of safely handling firearms; safety practices involved in the handling of body fluids and other potentially hazardous items and other safety regulations pertaining to a storeroom and warehousing facility; operation of a computer terminal; and principles and techniques of effective supervisory practices and office management. The examination may also contain questions regarding the ability to recommend, develop and implement storage, security and accounting procedures for property warehousing activities; assign, plan, supervise and train others; interpret and apply the laws and ordinances under which property is held and disposed; analyze, evaluate, organize, develop and improve inventory and accounting procedures; communicate effectively both orally and in writing; operate a computer terminal; meet schedules and time lines; understand and follow oral and written instructions; work cooperatively with others; work with contaminated property and/or hazardous waste materials using normal protective equipment; observe and monitor departmental practices and procedures to determine compliance with prescribe operating or safety standards; safely operate a city vehicle; safely handle and store firearms, narcotics and evidential property; and work in a fast paced work environment with constant interruptions.

## **BENEFITS**

The City provides up to a 3% match in deferred compensation plan contributions to employees who complete their initial probationary period; vacation of 15 days, increasing on 8<sup>th</sup>, 15<sup>th</sup> and 20<sup>th</sup> service anniversaries; 11.5 paid holidays per year; sick leave of one day per month including an incentive plan; 2.7% @55 retirement program through Cal PERS; excellent health insurance that includes medical, prescription, dental, vision and employee assistance program coverage; and City-paid group life insurance of \$25,000. The City does not participate in Social Security except as required for Medicare.

### **THE CITY OF CLOVIS IS AN EQUAL OPPORTUNITY EMPLOYER**

This job flyer does not constitute a contract and its terms and conditions can change without notice.