

## **PROPERTY & EVIDENCE CLERK**

Effective: 12/1/84  
Revised: 08/1/93

Class Code: 190  
Range: 550

### **DEFINITION:**

Under general supervision to maintain inventory of police property and evidence and to perform related work as required.

### **ESSENTIAL JOB FUNCTIONS:**

Receives, preserves, labels, transports, and stores evidence and property. Responds to homicide crime scenes and receives and records evidence. Releases evidence and property according to prescribed policy. Disposes of narcotics, paraphernalia, and miscellaneous property at industrial sites or at sanitary disposal service facilities. Maintains accurate records in accordance with Oregon law, decisions, county policy, and department procedures. Provides evidence and testimony in court when required. Obtains court orders as necessary for evidence and property release or destruction.

Maintains inventory of operational supplies and recommends or makes purchases as necessary. Issues operational supplies and uniforms in accordance with policy.

Learns to perform routine tasks. Learns and understands concepts, rules and procedures. Follows written and verbal instructions.

Possess knowledge of conventions of standard written English. Reads and comprehends handwritten and typed materials, computer screens, legal and non-legal documents, i.e., teletypes, warrants civil processes, court orders.

Performs simple mathematical calculations.

Converts written materials into computer coding and proper formats and enters data into the department computer system. Conducts file and record searches of computer and paper files.

Possess organizational skills and the ability to prioritize work.

Communicates effectively and coherently with county employees, other governmental agencies and the public by giving information and directions and advising of appropriate processes.

Evaluates, reacts, and responds to situations that arise requiring independent thought.

Endures verbal and mental abuse when confronted with the hostile views and opinions of other people encountered in an antagonistic environment. Deals with victims and emotionally distraught individuals.

Hears and understands conversations, radio transmissions, and telephone conversations. Communicates effectively over law enforcement radio channels.

Possible exposure to hazardous materials and body fluids.

## **Property & Evidence Clerk**

---

### **Page 2**

Uses department equipment and maintains personal issued equipment as needed.

### **WORKING CONDITIONS:**

Walks short distances and stands repeatedly during the day. Sits for long periods of time. Twists, bends, squats, stoops, or climbs via a ladder to access evidence lockers/bins. Reaches above the head to grasp or stare property and evidence. Ability to lift and carry up to 40 lbs; ability to occasionally push or pull property weighing up to 100 lbs.

Possess sufficient dexterity to manipulate keyboards; operate buttons; collect and inventory large and small items; open heavy doors, drawers and cabinets; file documents in file cabinets; grasp papers; operates a motor vehicle under normal driving conditions; works in confined/locked office areas.

### **POSITION REQUIREMENTS:**

Any combination of education and experience equivalent to a high school diploma and one year of clerical experience affording a knowledge of inventory maintenance and record keeping.

Position requires knowledge of evidence procedures; knowledge of Oregon law regarding evidence, retention, and release of property; knowledge of inventory systems and their use; and ability to establish and maintain effective working relationships with other employees, law enforcement agencies, and the public.

Must be able to accurately type 35 WPM on an electric/electronic typewriter and/or computer.

### **SPECIAL REQUIREMENTS:**

Possession of a valid Oregon Driver's License at the time of appointment.

Law Enforcement Data System/National Crime Information Center certification.

### **TYPICAL EMPLOYEE CHARACTERISTICS:**

Adaptable

Good listener

Calm

Compassionate

Control emotions

Cooperative

Decisive

Diplomatic

Patient

Perform well under stress

Polite

Possess a high degree of common sense, self-initiative, honesty and integrity.

Work harmoniously with fellow employees.

**EQUIPMENT UTILIZED (BUT NOT LIMITED TO):**

Camera	Photocopier
Computer terminal/Printer	Radio
Heat Sealer	Scales
Hole Puncher	Scissors
Keys	Stapler
Knife	Telephone
Ladder	Typewriter
Paper Cutter	Vehicle
Pen/Pencil	