



City of Greenfield

POLICE DEPARTMENT | PROPERTY AND EVIDENCE TECHNICIAN

Job Title:	Property and Evidence Technician
Department:	Police Department
Reports To:	Police Administration
Employee Type:	Fulltime
FLSA Status:	Non-exempt
Effective Date:	09.2018

DEFINITION

Under general supervision, perform technical public safety record keeping work on an assigned shift; greet the public and answer the telephone, provide information about Public Safety Department functions and activities; type and assist with the preparation of reports; and perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receive direct supervision from the Public Safety Records Supervisor. This classification does not supervise any staff.

ESSENTIAL FUNCTIONS:

Under general supervision, perform technical public safety record keeping work on an assigned shift; greet the public and answer the telephone, provide information about Public Safety Department functions and activities; type and assist with the preparation of reports; and perform related duties as assigned.

- Posting and entering a variety of information to manual and computerized records systems.
- Proofread forms, records, reports, applications, and other materials for accuracy, completeness and conformity with established department procedures.
- Log subpoenas, process and distribute reports to officers.
- Notify officers of required court appearances and cancellations.
- Prepare and process citation records.
- Assist in the preparation, revision and update of a wide variety of written materials.
- Prepare summary reports on public safety department activities and emergency responses.
- Prepare minor police reports to assist public and verify DMV fix-it tickets.
- Process requests for information and ensure authorized releases.



City of Greenfield

- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Functions, procedures, and policies of the City of Marina Public Safety Department.
2. Processing and maintenance of law enforcement and fire reports and records
3. Modern office methods, equipment and procedures.
4. Basic understanding of accounts payable record keeping.
5. Correct English usage, spelling, grammar and punctuation.

Ability to:

1. Operate the full range of business office equipment without special aids.
2. Understand a variety of information and data, learn and apply procedures.
3. Compile, maintain, process, and prepare a variety of records and reports.
4. Issue permits and licenses.
5. Take complaints; gather essential information for proper handling of the complaint.
6. Maintain a variety of department records.
7. Prepare correspondence.
8. Utilize tact, diplomacy and quality customer service with individuals seeking information and assistance.
9. Establish and maintain cooperative working relationships.
10. Work the various shifts, days and hours, as required.

TRAINING AND EXPERIENCE

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

Education: Equivalent of high school graduation with a vocational course work in office administration and office management.

Experience: Two (2) years of general clerical office support, or One (1) year clerical office support in a law enforcement or fire protection agency, in which either background included increasingly responsible public contact, computer applications, and record keeping experience.

Certificates and Licenses: Type at a rate of 45 words per minute from clear, legible copy. Possess a valid California Driver's license.



City of Greenfield

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderately quiet.

TOOLS AND EQUIPMENT USED

Essential duties require the mental and physical ability to work in a standard office environment; drive a motor vehicle; operate a computer and computer software, including email, phone, calculator, fax; use writing tools, and any other standard office tools and equipment necessary to perform the essential duties of this classification.

ESSENTIAL PHYSICAL DEMANDS

Essential duties require the mental and physical ability to sit and stand for extended periods, frequently turn, twist, bend, stoop, lift, and reach overhead, see and read fine print, hear, speak and communicate orally, converse by telephone and in person, and before large groups, and be clearly understood; have the dexterity to write and operate computer equipment and drive a motor vehicle, and have to stamina to work additional hours in order to meet critical deadlines.

Pick-up, manipulate, move, raise and lower small business office equipment, materials and supplies, and work products weighing 30 lb. or less; and the use of approved stepping stools/ladders to reach heights between 6'0" and 7'6".

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Civil Rights Department (CRD).

Other Requirements:

- Must be at least 21 years of age at time of appointment.
- Must be free of felony or serious misdemeanor convictions.

This position requires a comprehensive background investigation and medical exam to be completed prior to final appointment.