



COUNTY OF NYE

CLASS TITLE: EVIDENCE AND PROPERTY CONTROL TECHNICIAN

BASIC FUNCTION:

To establish guidelines/specifications for the job classification of Evidence and Property Control Technician. Under general supervision receives, stores, maintains, inventories, and disposes of physical evidence; orders, receives, stores, and distributes office supplies relative to evidence functions; and performs related duties as required.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Receive incoming evidence and found property.
2. Determine proper storage location by type of material.
3. Maintain chain of custody for every item of evidence and deposit seized monies.
4. Input detailed records into a computer terminal regarding the inventory and storage location of evidence, safekeeping and found property.
5. Verify accuracy of information and update information.
6. Supervise the viewing of all evidence by attorneys, detectives, or other law enforcement personnel.
7. Release evidence and property to law enforcement personnel or District Attorney's Office for court trails, or to rightful owner.
8. Return evidence to its proper storage location after it has been temporarily released.
9. Identify and dispose of evidence and property to purge closed or unfounded cases in accordance with written authorization or Nye County Sheriff's Office (NCSO) policy and procedures.
10. Physically accompany, maintain security, and witness the destruction of evidence and property including (but not limited to) weapons, drugs, and drug paraphernalia.
11. Provide information and assistance to law enforcement officers and attorneys regarding status of case evidence.
12. Process District Attorney casework and forward with deposition to the division involved.
13. Maintain a centralized perpetual inventory of office supplies and law enforcement equipment.
14. Order, receive, and store supplies; retrieve supplies, and maintain accurate records of supplies received, stored, and distributed.

15. Receive requisitions from department personnel for office supplies; fill in-stock orders; and deliver to requesting division.
16. Operate modern office machines and equipment including typewriters, copiers, document shredders, and computer software applications.
17. Photograph evidence as requested.
18. Provide current in-service training on the proper procedures for NCSO Personnel relative to evidence packaging, documenting, preserving, submitting for analysis and long-term storage of evidence.
19. Transport evidence to and receive evidence from the Las Vegas Metropolitan Police Department Crime Lab.
20. Testify in court.

Knowledge of:

NCSO policies and procedures; Pertinent laws, rules, and regulations that apply to the assigned function; Principles, practices, methods, and techniques of maintaining and processing evidence and property including those used in the collection, handling, preservation, labeling, storage, and disposition of property; Relationships and interactions between court structures and criminal justice agencies; Occupational hazards and safety practices necessary to the area of work; Techniques and methods of inventory control, record keeping, and reporting; Modern office procedures, methods, and computer equipment; Numerical, alphabetical, and subject matter filing systems; Principles and techniques used in dealing with the public; Basic mathematical principles.

Ability to:

Understand the organization and operation of the County and outside agencies as necessary to assume assigned responsibilities; Interpret and apply pertinent laws, codes, and regulations including administrative and departmental policies and procedures; Operate photographic equipment; Prepare and maintain accurate and complete records; Verify accuracy and completeness of submitted documents; Perform specialized clerical work, including maintaining appropriate files and compiling information; Maintain confidentiality of data and information; Interact effectively with a variety of individuals under potentially stressful situations; Work independently with minimal supervision; Understand and apply oral and written instructions or directives; Operate modern office equipment including computer equipment; Type and enter data at a speed necessary for successful job performance; Communicate effectively, both orally and in writing; Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work including co-workers, other agency personnel, and the public.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: Two years of full-time inventory control or material management experience; OR an equivalent combination of related training and experience.

LICENSES:

Valid Nevada driver's license.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

No applicable at this time. However, supervision may include supervising volunteers or full-time personnel in this classification/specification at a later date.

CONTACTS:

Co-workers, District Attorney Office personnel, District Court personnel, other agency personnel, and the general public.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Ability to sit, stand, walk, crouch, stoop, squat, use a step stool, multi-step ladder and lift up to 80 pounds.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Ability to tolerate daily exposure to outdoors, chemicals, explosive materials, and biologically hazardous materials.