

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## PROPERTY/EVIDENCE CLERK

<b>JOB CODE: 60093</b>	<b>PAY GRADE: 8</b>	<b>PAY RANGE: \$30,600 - \$48,960</b>
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### GENERAL DESCRIPTION

Under the general supervision of the Property Clerk Supervisor, this position directly receives, handles, documents, preserves, records and eventually disposes of a wide range of property items which routinely possess potential biological and chemical contamination hazards. These items may contain carcinogenic or health-damaging properties. Incumbent handles the receipt and proper documentation of all items brought in to the facility. Incumbent must preserve and safeguard all items from contamination, degradation or theft to ensure proper chain of custody and successful prosecution in court. Work is reviewed through observation and results obtained.

A member in this job classification spends at least 65 percent of their time performing duties that involve the collection, examination, preservation, documentation, preparation or analysis of human tissues or fluids or physical evidence having potential biological, chemical or radiological hazard or contamination, or uses chemicals, processes, or materials that may have carcinogenic or health-damaging properties in the analysis of such evidence, or be the direct supervisor of one or more individuals having such responsibility, in accordance with F.S. 121.0515.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Receives, preserves, documents and records property/evidence from Sheriff's Office personnel and other authorized personnel; safeguards the potential evidentiary qualities (i.e. drying, refrigerating), maintains the chain of custody and disposes of a wide variety of property items having potential biological, chemical or contamination hazard and carcinogenic or health damaging properties;
- Maintains detailed inventory; prepares drug/weapon destruction requests, researches cases, contacts case agents, other police agencies, and submits requests to the State Attorney's Office for disposition;
- Maintains all inventory records through the use of a computer and other files; records, tags or engraves all property;
- Performs periodic physical inventory of property and submits inventory reports;
- Inventories, controls, provides security for, and supervises the storage and release of valuable properties designated for the vault;

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- Utilizes the computer to enter required information for record keeping, correspondence, reports and inquiry;
- Gathers and maintains strict control over items to be auctioned and money to be turned in to Fiscal Affairs;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

## **QUALIFICATIONS**

- High School Diploma or G.E.D.
- Three (3) years responsible experience in records, inventory control, warehousing, or related field
- A score of 75% on a basic skills test
- Must possess a valid Florida driver's license

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of various database and research software required to perform the efficiently perform the essential functions and job duties
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

## **PHYSICAL ABILITIES**

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit or stand up to 4 hours per day
- Stand drive up to 1 hour per day
- Walk up to 2 hours per day
- Frequently lift up to 50 lbs.
- Occasionally lift up to 100 lbs.
- Frequently bend, squat, climb, reach, kneel, or twist