



# JOB DESCRIPTION

<i>Title</i>	<b>Evidence Technician</b>			
<i>Department</i>	Sheriff's Office		<i>Job Class</i>	A 14 3
<i>Driving Required</i>	Yes		<i>Safety</i>	Yes
<i>Labor Union</i>	AFSCME Local 2746 Courthouse/Roads		<i>FLSA</i>	Non-exempt
<i>Created</i>	Feb 2022	<i>Reviewed</i>		<i>Revised</i>

## **Purpose**

Oversees all property and evidence maintained by the Sheriff's Office, ensuring integrity, security, and accurate processing in accordance with applicable laws, rules, and regulations. Performs advanced-level technical work involving the storage and management of property and evidence used in the investigation and prosecution of individuals. Serves as a resource to deputies and other division staff.

## **Essential Functions**

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Receive and process evidence/property from law enforcement; logs, tags, and stores appropriately; ensures that all items are properly preserved, packaged, stored, and transported as necessary for viewing, processing, and/or analysis; documents and maintains the chain of custody; maintains a variety of records, databases, documents, and reports. Photograph items.
- Assist deputies with search warrants, as requested, and processes packages, and transports evidence.
- Prepare and send evidence to laboratories for analysis in compliance with each lab's requirements.
- Prepare and provide digital evidence for legal entities and public including redaction from body camera footage as required by Oregon law.
- Process firearms as evidence or safekeeping; has working knowledge of safe firearm handling procedures and safe storage. Oversees sale and/or destruction of firearms.
- Order and maintain adequate evidence supplies for deputies.
- Track and maintain accurate records of forfeiture and unclaimed money; submits critical reports and payments to the state in accordance with State and Federal law.
- Process subpoenas for enforcement and corrections deputies and tracks court appearances.
- Research, release, and track public records requests.
- Verify CHL entries in LEDS and Sheriff's Office databases.
- Ability to learn and operate ever-changing video and photograph storage, dissemination, and redaction technology.



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- Communicate regularly with court officials and district attorneys regarding case dispositions; prepares property and evidence for final disposition; researches cases to identify and notify property owners; coordinates the final disposition or destruction of unclaimed property, including preparing and publishing legal notices and letters to potential claimants.
- Conduct regular inventories of the property room; assists with property room audits; tracks and maintains accurate records of forfeiture and unclaimed money, submitting reports and payments to the state; maintains and documents limited access to the evidence storage areas for evidence chain of custody standards.
- Prepare and provide digital evidence for legal entities and the public; makes evidence available for court and evidence viewing for authorized attorneys, crime victims, suspects, and investigation officials; testifies in court regarding execution of duties and chain of custody.
- Process drugs and firearms as evidence and/or for safekeeping; oversees destruction of drugs, sale and/or destruction of firearms.

## **Auxiliary Functions:**

- Perform department reception and customer service duties; professionally greet visitors, respond to incoming telephone calls, determine nature of call and provide accurate information, forward to the appropriate person or department; respond to inquiries and/or complaints directed from the public; place phone calls, send and receive emails; send faxes; make photocopies; pick-up, sort and distribute mail.
- Work with supervisor to maintain, amend, or develop department procedures, routines, and filing systems.
- Work independently to plan and arrange own work sequence; prioritizes projects and assignments; provide back-up support to staff when needed; reports operating problems to supervisor
- Respond to irate or unhappy customers in a professional, diplomatic and respectful manner.
- Follow all safety rules and procedures; maintain confidentiality and comply with all policies.
- Research and compile data from a variety of sources, some confidential in nature.
- Operate a variety of office equipment with high degree of accuracy, skill, and independent judgment.
- Train staff related to duties in assigned position.
- Register Sex Offenders into state database.
- Operate a county-owned vehicle to include fueling, maintaining, and cleaning.

## **Mandatory Qualifications**

- 21 years of age or older
  - Obtain and maintain lawful driving privileges and demonstrate safe driving practices.
  - Education & Experience
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- Minimum high school diploma / GED
- Three years specialized training and experience in the clerical and/or administrative field or any satisfactory combination of experience and training
- Skills
  - Working knowledge of criminal and civil legal terminology and law enforcement processes and procedures
  - Advanced record-keeping skills
  - Knowledge of advanced bookkeeping-related functions
  - Ability to read and write proficiently
  - Excellent customer service and problem-solving skills
  - Knowledge of office procedures and operation of various office equipment
  - Advanced data entry and computer operations skills
  - Working knowledge of PC and word processing software

## ***Desired Qualifications***

- Working experience in the criminal justice field and/or two-year degree in criminal justice or related field
- Training in proper bio-hazard handling, storage, and disposition
- Knowledge of specific PC word processing software utilized by the county and previous experience in an administrative position with a county department
- Experience in NIBRS (National Incident Based Report System)
- Ability to read, write, and speak Spanish
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## ***Special Requirements***

Individual is required to use the Criminal Justice Information Services (CJIS), National Instant Criminal Background Check System (NICS), and/or the state Law Enforcement Data System (LEDS), they must pass a thorough background investigation and must obtain and maintain appropriate certifications and clearance levels within 30 days of hire. Recertification bi-annually.

## ***Physical Demands***

Regular lifting and moving of objects of 50 lbs and occasionally heavier items that are awkward in size and shape. Frequent standing, stooping, kneeling, and crouching. Climb ladders and stepladders.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

## ***Working Conditions***

A professional office setting. Exposed to adverse environmental conditions, including dirt, odors, pathogenic and chemical substances, and drugs. Handles toxic substances and lethal



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weapons in controlled environment. Typical work schedule is Monday through Friday. Overtime may be required in the execution of duties.

<b><i>Supervisory Responsibility</i></b>
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No supervisory responsibilities