

City of Socorro Job Description

Job Title: Property & Evidence Custodian I, II, III	Department: Police
FLSA Status: Non-Exempt	Salary: \$16.22 – \$19.91
Approved: 09/01/2022	Last Revised: 09/01/2022

Position Summary

Under general supervision, maintain custody and document evidence and found property, research and determine disposition of evidence and property, conduct on-site inspections and enforce related municipal codes and ordinances, as assigned.

Duties, Functions and Responsibilities:

- Receive, store and dispose of impounded properties and evidence. Involves: Receive or pickup evidence in accordance with established procedures.
- Maintain accurate records in computer database to document the receipt of evidence, mark, tag, protectively cover and store evidence and property in an orderly manner.
- Ensure that seized or unclaimed property is released with proper documentation or disposed by destruction or auction.
- Release property and evidence to designated personnel and return property to owners following prescribed procedures.
- Dispose of property in prescribed manner. Make entry in computer database, prepare paperwork and transport property for disposal.
- May testify in court regarding the integrity of the evidence and storage process including chain of custody.
- Ascertain status of cases involving evidence and unclaimed property, and initiate disposition process as indicated by findings.
- Involves: Review current and old cases using various types of media including police records management system, other computer-based system searches and hardcopy files. Contact other law enforcement agencies for follow-up on information regarding disposition of certain cases.
- Maintain logs and detailed records of all cases researched including the case disposition, i.e., to destroy, return or auction the property. Complete reports and various forms as required and maintain accurate records to document receipt and disposition of all property.
- Perform housekeeping duties and maintain storage area for property control and security.
- Application of good knowledge of the warehousing and storekeeping practices and procedures including occupational hazards and safety precautions.
- Application of good knowledge of office practices and procedures and control processes to maintain the integrity of inventory.
- Application of some knowledge of personal computers and software applications.
- Application of considerable knowledge of the principles, practices and methods of investigation and enforcement of state and City codes and ordinances.
- Application of considerable knowledge of law enforcement record keeping systems, practices, and procedures.
- Application of good knowledge of office practices and procedures, police terminology, business English, spelling, grammar, and punctuation.
- Application of good knowledge of personal computers and software applications including law enforcement records management systems.
- Application of good knowledge of local regulations and enforcement of city codes and ordinances.
- Application of some knowledge of customer service/public relations practices and procedures.
- Resolve day-to-day questions/problems regarding the disposition of evidence prepare and maintain detailed inventory records in an automated environment.

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- Establish and maintain effective working relationships with the courts, law enforcement personnel, other law enforcement agencies, co-workers, and the public.
- Follow oral and written instructions including chain of custody procedures, prepare and maintain detailed inventory records in an automated environment.
- Establish and maintain effective working relationships with the courts, law enforcement personnel, coworkers, and the public.
- Safely operate City vehicle in traffic, lift and move property and evidence for storage.
- Clear, concise oral and written communication.
- Regular worksite attendance is an essential function
- Responsible for any other duties and assignments issued by the City of Socorro

Property & Evidence Custodian I (Basic)

\$16.22 - \$18.56

Minimum Qualifications:

- A candidate must possess a high school diploma or GED and three (3) years' experience of researching, tracking or maintaining law enforcement records or storing evidence. A Bachelors, or associates degree in Criminal Justice, Government, or related field preferred.
- Must pass stringent background investigation.
- Obtain TCIC/NCIC certification within one (1) year of appointment.
- 0-12 college credit hours
- Requires the possession of a valid Texas Class "C" Driver's License.

Property & Evidence Custodian II (Intermediate)

\$17.09 - \$19.23

Minimum Qualifications:

- A candidate must possess a high school diploma or GED and six (6) years' experience of researching, tracking or maintaining law enforcement records or storing evidence. Associates degree in Criminal Justice, Government, or related field.
- Must pass stringent background investigation.
- TCIC/NCIC certified.
- Must begin Property & Evidence Management Certification.
- Requires the possession of a valid Texas Class "C" Driver's License.

Property & Evidence Custodian III (Advanced)

\$17.69 - \$19.91

Minimum Qualifications:

- A candidate must possess a high school diploma or GED and nine (9) years' experience of researching, tracking or maintaining law enforcement records or storing evidence. A Bachelor's degree in criminal justice, Government, or related field.
- Must pass stringent background investigation.
- TCIC/NCIC certified.
- Property & Evidence Management Certification.
- Requires the possession of a valid Texas Class "C" Driver's License.

Note: Upon reaching maximum salary level in each category; only COLA increases will be given.

Equipment:

- Operates office equipment such as a typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.

Physical Requirements:

- Must be able to lift, transport, and position items and equipment weighing a minimum of 25 pounds

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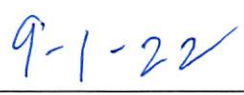
- Must be able to remain in a stationary position for extended periods of time.
- The person in this position constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.

Conditions of Employment:

- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Work flexible hours and overtime as required.
- Bilingual Skills: English & Spanish preferred.



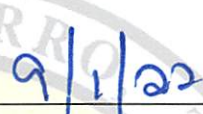
Mayor



Date



City Manager



Date



Human Resources Director



Date

Employee

Date

