

Title: Police Property Clerk

PG: 29

Status: Civil Service

Position Reports to: Police Lieutenant (Administrative Services Bureau)

Department: Police

Class Code: 6055

Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is advanced clerical work in the area of property management to include items of criminal evidence, found property and departmental equipment and supplies. Work involves the physical handling of the property, the security and control of property and the maintaining of detailed records of associated movement of such items. The work also involves maintaining associated computer files and reviewing the files to ensure accurate and reliable data. Work is normally performed independently and periodically reviewed by the Police Lieutenant (ASB).

ESSENTIAL FUNCTIONS:

1. Accepts evidence, found property, department property or other related items from department members or vendors.
2. Maintains control and security over property received.
3. Handles, moves, lifts and stores items of different sizes and weights.
4. Enters computer data and maintains computer files. Generates necessary reports regarding property management.
5. Assists Department members and general public with inquiries and distribution of property/evidence.
6. Assists with yearly property inventories.
7. Maintains required documentation on movement and disbursement of property. Transports and retrieves necessary off-site materials and property.

ADDITIONAL RESPONSIBILITIES:

1. Testifies in court in reference to the chain of custody.
2. Assists with taking custody or removing evidence from specialized department units.
3. Orders and facilitates distribution of department supplies and equipment.
4. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough knowledge of property management and control procedures.
- 8 Knowledge of modern office practices, procedures, and office equipment to include a working knowledge of computer data systems.
3. Ability to climb warehouse ladders and possess good manual dexterity.
4. Ability to coordinate work and to cooperate and maintain effective working relationships with supervisors, other employees and City officials.
5. Ability to express ideas clearly, orally and in writing.
6. Ability to supervise other clerical employees who may be assigned to assist in a specific project or phase of the work.
7. Ability to solve problems logically and expeditiously.
8. Ability to lift, carry and store items of irregular shape, size and weighing up to thirty-five (35) pounds.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations. Requires active work involving heavy lifting of storage boxes (up to fifty pounds) during accession, retrieval and disposal activities. The job risks exposure to no significant environmental hazards. Warehouse working conditions involve dim light and extremes of hot and cold temperatures

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QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. High school diploma or its equivalent.
2. One (1) year of experience in property management or related field.
3. An equivalent combination of education and experience that is directly related to the foregoing specified requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.