

Class Code: K42
City of Anaheim
Class Specification

Classification:
SENIOR PROPERTY AND EVIDENCE CLERK

DEFINITION:

Under minimal supervision, to perform the more difficult property control duties of the unit; and to serve as a lead worker over other staff.

EXAMPLES OF DUTIES - Depending upon area of assignment, responsibilities and duties may include, but are not limited to the following:

Maintains custody of equipment used by police officers, such as cars, pak-sets, flares, fire extinguishers, first aid kits, batteries, weapons, ammunition, blankets, pens, pencils, etc.; issues and/or loans equipment to officers.

Oversees custody of serialized firearms; prepares teletype requests to run serial numbers and determine ownership of firearms; places firearms in lockers; maintains records of firearms claimed by range for official use; tears down firearms for metal parts; destroys confiscated weapons on a periodic basis and completes forms and logs as permanent records of destroyed weapons.

Requests and reviews criminal history reports and automated firearms system by name index report prior to releasing any firearms or stun guns.

Receives, stores and maintains custody of evidence and other property; maintains records of and stores evidence and other property in accordance with applicable local, state and federal laws and regulations.

Releases evidence to officers going to court or crime lab, to rightful owners upon authorization or to periodic auctions, maintaining comprehensive records of each transaction and final disposition of property.

Balances cash held in custody in cooperation with City auditor's office.

Enters into a journal the receipt and release of cash.

Makes work assignments, trains and reviews the work of property and evidence personnel.

Conducts periodic inventory of property and supplies.

Oversees the processing of work orders regarding building maintenance and repair activities.

Requisitions departmental supplies and forms, maintaining records of expenditures from accounts. Orders gasoline for police vehicles and maintains gasoline inventory records.

Participates fully in the work of subordinate staff.

Performs other job-related work as required.

MINIMUM REQUIREMENTS:

Experience in: Performing responsible police evidence and property control work and supply clerk duties.

Knowledge of: Basic math; advanced record keeping methods; basic supervision and effective leadership methods; appropriate safety precautions and procedures; laws and procedures related to the preservation of physical evidence; basic accounting procedures; departmental procedures and related local, state and federal laws and

regulations regarding the issuance and inventory of material and the release of property and evidence.

Ability to: Perform responsible evidence and property control duties with a high rate of accuracy; operate a vehicle observing legal and defensive driving practices; read, understand and apply moderately difficult materials; maintain and modify filing systems; establish record keeping systems; check, correct, train and participate fully in the work of subordinates; plan, schedule and make work assignments for subordinates; write legibly; understand pertinent procedures and functions quickly and apply them without immediate supervision; ensure application of pertinent local, state and federal laws governing the acceptance, storing and release of evidence and firearms; establish and maintain effective relationships with those contacted in the course of work.

NOTE: This classification is distinguished from the class of Property and Evidence Clerk by responsibility for extensive record keeping activities, and by responsibility to exercise lead supervision over staff of the unit.

Possession of or the ability to obtain a valid California Driver's License by date of appointment.

Positions in this class are assigned to varied work shifts.

Incumbents are regularly required to lift, carry, push and pull items weighing up to 50 pounds without the use of lifting equipment and to climb six foot ladders.

Supervision Received: Works under technical supervision of the Property Supervisor (sworn or non-sworn) who gives instructions and periodically reviews work in progress and completed work.

Supervision Exercised: Positions in this class make work assignments, train and review the work of subordinates. Provides input into the performance evaluation and hiring processes.

Career Ladder Information: Experience gained in this class may serve to meet minimum requirements for promotion to Property and Supply Supervisor.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Unit of Representation - AMEA Clerical
Revised 9/86 - W Jerz
Revised 7/91 - V. Kilmurray
(Former Job Class - Senior Property and Supply Clerk)
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