



## **CITY OF CALEXICO**

### **CLASS TITLE: EVIDENCE TECHNICIAN**

**MONTHLY: \$3,821 - \$4,645**

**RANGE: G-24**

### **BASIC FUNCTION:**

Under the direction of Police Lieutenant, perform a variety of technical duties in the gathering, processing, identification and disposal of evidence and property in association with law enforcement personnel; prepare and submit a variety of mandated reports related to assigned activities.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Receive, record, secure and store property and physical evidence for use in criminal or civil prosecutions; release, mail or dispose of evidence and property in accordance with established guidelines and authorizations.

Prepare, review and submit a variety of mandated reports related to assigned activities; collect and compile statistical information; deposit monies collected through billings or seized by law enforcement personnel into proper accounts.

Maintain detailed computerized records of incoming and outgoing evidence; input and retrieve information from computerized database; monitor court records for dispositions.

Prepare evidence for court and law enforcement personnel; submit evidence for analysis; issue evidence to law enforcement personnel for presentation in criminal or civil courts.

Prepare bio-hazardous materials, controlled substances and firearms for destruction, analysis and shipping to law enforcement agencies in accordance with established procedures; maintain related records; transport evidence as needed.

Order, receive, store and issue police equipment; maintain inventory of police equipment including firearms and radios; maintain and purchase departmental supplies and equipment.

Answer phones and greet visitors; provide information and assistance regarding assigned activities.

Communicate with law enforcement personnel, other departments and the public to exchange

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information, coordinate activities and resolve issues.

Operate a variety of office equipment including a computer; drive a vehicle to various sites to conduct work.

Fingerprint individuals for various legal purposes.

Process taxi permits, insurance and miscellaneous licenses according to established procedures.

**OTHER DUTIES:**

Develop photographic film for law enforcement personnel as directed; operate photographic and video equipment.

Assist with building and shooting range maintenance as needed.

Assist the Records Division with large scale purging, storing and moving of files.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Evidence processing and storage laws, rules and regulations.

Modern office practices, procedures and equipment.

Statistical record-keeping and report writing techniques.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Proper methods of storing equipment, materials and supplies.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

**ABILITY TO:**

Perform a variety of technical duties in the gathering, processing, identification and disposal of evidence and property in association with law enforcement personnel.

Prepare and submit a variety of mandated reports related to assigned activities.

Learn, interpret, apply and explain applicable laws, codes, rules and regulations related to assigned activities.

Compile and verify data and prepare reports.

Maintain detailed records.

Understand and work within scope of authority.

Operate a variety of office equipment including a computer.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Answer telephones and greet the public courteously.

Plan and organize work.

Type at an acceptable rate of speed.

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**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years of responsible record-keeping and report writing experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

Regular exposure to fumes, dust and odors.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Sitting for extended periods of time.

Lifting, carrying, pushing and pulling heavy objects.

Reaching overhead, above the shoulders and horizontally to reach evidence and supplies.

Bending at the waist, kneeling or crouching to retrieve evidence.

**HAZARDS:**

Exposure to hazardous chemicals and fumes.

Working around and with weapons.

Potential for contact with dissatisfied or abusive individuals.

Potential exposure to bio-hazardous material, including blood, urine and bloodborne pathogens.