



**Date:** July 16, 2021

**From:** Human Resources Department

**Position:** Evidence Technician non-sworn/Police Dept.

**Salary:** \$31,646.01 annually/\$15.21

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### **GENERAL DESCRIPTION OF CLASS**

Monitors, maintains and processes property and evidence obtained by the Police Department and contributes to the overall mission through being responsible for effectively maintaining police evidence and ensuring that the department maintains compliance with all laws and other requirements for the proper chain of custody.

### **ESSENTIAL TASKS**

The primary function of this job is to receive process and maintain all police property and evidence obtained by the police department. Work involves careful evaluation, posting and safekeeping of property and evidence. Work involves independent organizational ability, and the ability to assimilate, interpret, and act upon information and set priorities of activities. Attention to detail, confidentiality, and multi-tasking are important skills for an incumbent in this job.

- Receives, sorts, and organizes property and evidence, including dangerous or hazardous items, chemicals, controlled substances, weapons, glass/metal and biohazards; insures that all property and evidence is properly packaged, marked and identified; and is accurately entered into the current computerized evidence management system for storage until final disposition.
- Remove from temporary storage lockers all items at least weekly and properly process and shelve, or return to their rightful owner, or submit to the State Crime Laboratory for analysis, all while maintaining and properly documenting the chain of custody.
- Research and secure the proper disposition of evidence by working with assigned case officers, communicating, and retrieving documents from the Clerk of Court, Office of the District Attorney, and/or a Judicial Official; and then coordinate the disposal of the evidence.
- Assist officers in obtaining and returning items of evidence signed out for court related purposes while maintaining the chain of custody
- Conduct occasional telephone inquiries to make arrangements for the return of lost/found property
- Assist in the scheduled inventories of stored property as directed to do so by the Evidence Room Supervisor
- Attend work on a regular and dependable basis.

## **CLASS TITLE: EVIDENCE TECH.**

- Interact in a professional and respectful manner with town staff and the public.

### **POSITION REQUIREMENTS/QUALIFICATIONS**

The position requires the ability to work independently, work well with others, and perform in a team environment on a daily basis. Most duties are defined and consistent from day to day. Frequent decision-making situations exist in this position and will be required to be made regarding chain of custody and inventory matters. Problem solving is accomplished in conjunction with supervisor(s).

### **VOCATIONAL/EDUCATIONAL PREPARATION:**

- High school diploma or equivalent, required.
- Some college preferred.

### **Specialized knowledge:**

- Laws, policies, and regulations regarding property handling.
- The operation of a Windows based computer system and basic software applications.
- Police property and evidence processing, documentation, and maintenance.
- General office practices and procedures

### **Abilities:**

- Maintain detailed and accurate records
- Deal courteously and tactfully with the public
- Keep criminal activity records, evidence, and property confidential
- Perform typing work at an acceptable level of proficiency
- Establish and maintain effective working relationships with co-workers, supervisors, representatives of other public agencies, police officers and the public
- Learn and apply resources necessary for the performance of the job
- Communicate effectively and clearly, verbally and in writing
- Think clearly and act logically
- Pass extensive background check
- Pass a polygraph examination
- Pass a psychological examination
- Must possess a valid state driver's license

### **WORKING CONDITIONS:**

Work is performed primarily in an office environment while sitting at a desk or computer terminal for moderate to extended periods of time. Physical exertion may be required to lift office supplies and files during the processing and handling of evidence and department property. Sufficient vision or other powers of observation are essential to permit the employee to read written materials, maintain police records and visually monitor and process property and evidence.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**CLASS TITLE: EVIDENCE TECH.**

**PHYSICAL AND DEXTRITY REQUIREMENTS:**

This is primarily an office environment job that occasional requires carrying, lifting, moving or pushing of 30 pounds or more as well as bending, stooping, kneeling, squatting, and twisting along with frequent use of manual dexterity and visualization of a computer screen throughout the day.

**JUDGMENTS AND DECISIONS:**

Responsible for actions of others, requiring almost constant decisions affecting co-workers, crime victims, or others in the general public; works in a moderately fluid environment with guidelines and rules, but frequent variations from the routine.

**ADA COMPLIANCE**

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**Interested applicants may submit an application/resume to:**

**Town of Waynesville,  
Brittany Angel, HR Coordinator  
Human Resources Department  
16 S. Main Street  
Waynesville, NC 28786**

**Or via email to [bangel@waynesvillenc.gov](mailto:bangel@waynesvillenc.gov)**

**Applications will be accepted until August 6, 2021**