

County of Humboldt Job Specification
SENIOR PROPERTY TECHNICIAN
Classification 1420
FLSA: Non-Exempt



DEFINITION

The Senior Property Technician oversees the receipt, storage, security, and disposal of property and evidence for the Sheriff's Office; provides lead direction and training to Property Technicians; ensures compliance with departmental policies and legal requirements; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction and supervision from a Sheriff's Major Crimes Division Sergeant. Exercises as the lead technical and functional direction over property/evidence and provides training to lower-level staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the non-sworn advanced-level classification in the Property Technician series responsible for performing the most complex work in the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgement. Positions in this classification rely on experience and judgement to ensure efficient and effective service delivery of Sheriff's Office evidence handling and preservation. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Property Technician II by its lead responsibilities and a higher level of independence in decision-making, problem-solving, and coordination with law enforcement personnel.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Provides lead direction to and reviews work of assigned staff; organizes and assigns work, sets priorities, and follows up to ensure completion of assigned work.
- Provides input into selection decisions, performance evaluations, disciplinary matters and other personnel decisions.
- Trains staff in appropriate methods and techniques used for the intake, tagging, storage, release, and disposal of property and evidence, ensuring compliance with chain-of-custody protocols and legal requirements.
- Receives property and evidence, documents the receipt, maintains the physical integrity and control and the chain of custody, and physically stores property and evidence in the designated property and evidence room.

- Uses a variety of computer systems to check case dispositions, enter serialized property, inquire on stolen items, and update procedures; conducts research to determine appropriate procedures for storage of evidence and disposition of property.
- Coordinates and confers with Sheriff's Office personnel and other County personnel on the release of items for court, attorney or investigator viewing, outside testing, or release to owner.
- Conducts evidence viewings for attorneys and law enforcement personnel as required; retrieves, prepares, and presents items for analysis; documents associated actions and returns items to storage.
- Duplicates and provides copies of photocopies and digital audiovisual evidence to the District Attorney's Office as requested.
- Reviews and fulfills requests for items to be sent for laboratory analysis; packages items into transport containers, completes analysis request forms, and transports evidence to the California Department of Justice for analysis.
- Coordinates the disposal or auction of unclaimed items or items ordered destroyed by the court; creates manifests for auction and destruction; coordinates with IT Department to perform destruction of electronic devices; coordinates with vendors to perform destruction of biohazard waste.
- Uses safety precautions and follows procedures to properly handle items such as guns, chemical samples, blood, drugs, syringes, and other material to prevent injury, avoid contamination, and ensure chain of custody.
- Prepares detailed records of evidence inventory and maintains orderly appearance of property file area; catalogs and maintains continuous property inventory record; maintains security of section and key control.
- Assists with special projects related to the maintenance and handling of property and evidence; keeps abreast of current laws, codes, regulations, and legal procedures as they pertain to property and evidence.
- Responds to inquiries in person and over the phone from the public and County staff regarding property; performs research and coordinates with other agencies and departments as needed to respond accurately.
- May testify in court regarding chain of custody and property records.
- Oversees and maintains secure storage areas; manages access controls and monitors adherence to safety and security protocols.
- Reviews and verifies documentation related to the receipt, release, and disposal of property and evidence; ensures accuracy, legal compliance, and proper authorization.
- Coordinates with investigators, prosecuting attorneys, and external agencies regarding the status and disposition of property and evidence.
- Leads the preparation and review of reports related to inventory, unclaimed property, and scheduled disposals; conducts audits and inspections to ensure inventory accuracy.
- Oversees the lawful disposal or auction of property no longer required as evidence, in accordance with established procedures and legal mandates.
- Assists in the development and continuous improvement of operational procedures, forms, and workflow processes.
- Performs related duties as assigned.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the knowledge and ability required.

Some duties, knowledge, skills, and abilities may be performed in a learning capacity for entry-level (I Level) positions.

Knowledge of:

- Principles of providing functional direction and training.
- Principles and proper methods of receiving, storing, and inventorying property and evidence.
- Safety practices and precautions pertaining to the handling of dangerous materials, controlled substances, and firearms.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to the property evidence unit.
- Court procedures and operations related to assigned work.
- Principles, practices, procedures, and terminology used in law enforcement and corrections work.
- Principles, practices, and procedures related to evidence handling.
- Rules of evidence pertaining to search and seizure and the identification, marking, preservation, and presentation of evidence.
- Principles, practices, and procedures of recordkeeping and inventory.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Current case law and legal updates to ensure all property and evidence is handled, stored, maintained, and disposed of in compliance with applicable laws, regulations, and departmental policy.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Independently receive, store, and maintain an inventory of property and evidence.
- Research, analyze, and evaluate disposition of inventoried property.
- Organize and maintain detailed and accurate records of property inventory items.
- Review and examine documents for completeness, sufficiency, and conformity.
- Coordinate activities with a variety of personnel and agencies.
- Present accurate court testimony concerning evidential property.
- Safely handle and care for firearms.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Attend and actively participate in internal and external meetings, and effectively report out on trends, challenges, and issues related to property and evidence management.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

One year of experience receiving and storing property and/or evidence in a law enforcement setting at a level equivalent to the County's classification of Property Technician II.

Licenses and Certifications:

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; standing in work areas and walking between work areas is required; frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information, materials, and property and evidence; ability to lift, carry, push, and pull materials and objects averaging a weight of 10 pounds, or heavier weights of up to 50 pounds, in all cases with the use of proper equipment and/or assistance from other staff.
- Color vision to read printed materials and a computer screen and to differentiate between color-coded items.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.
- Smell to identify substances.

ADDITIONAL REQUIREMENTS

Must be able to pass a detailed background investigation.