

# Job Description

Position Title: Specialist, Property and Evidence

Job Family: Administrative Support

Job Level: Support & Service - Intermediate

FLSA Status: Non-Exempt

Salary Grade: 03

## Position Summary:

Property and Evidence Specialist records, secures, and properly disposes of records, property and evidence as established under law, procedures and retention policy. This position will facilitate digital video evidence, and records received through a Body Worn Camera Program, CCTV cameras and other items of evidence.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Secures, logs, tracks and maintains chain of custody of records, property and evidence to include items submitted by Officers as part of investigations.
2. Manages the storage and organization of data captured by body-worn cameras.
3. Retrieves records, property and evidence items for Officers, attorneys, courts, crime lab processing and general public as required.
4. Assists in departmental records, property and evidence audits and examines inventory.
5. Cooperates with other law enforcement agencies, prosecuting attorneys and courts in matters relating to records, property and evidence
6. Testifying in court with regards to records, property and evidence
7. Disposes of items according to established law, policy and procedures.
8. Provides rapid response and support in case of technical issues or emergencies related to body-worn cameras during critical incidents or law enforcement operations.
9. Scans and shreds confidential legal documents; arranges, files, and sorts documents and case files; compile and archive closed investigative files;
10. Accesses databases and required usage of various computer programs used to obtain confidential law enforcement information.
11. Assists other employees in conducting related duties and responsibilities as necessary.
12. Performs all other duties and responsibilities as assigned or directed by the supervisor.

## Knowledge, Skills, and Abilities:

1. Knowledge of administrative procedures and practices
2. Knowledge of internal and external customer service principles and practices
3. Knowledge and application of organizational and time management principles
4. Skill in effective communication (both written and oral)
5. Skill in performing a variety of duties, often changing from one task to another of a different nature
6. Skill in positive, productive, and flexible customer service
7. Ability to adapt and maintain professional composure in emergent and crisis situations
8. Ability to apply effective and accurate data entry and typing skills
9. Ability to develop and maintain effective and positive working relationships

## Supervision:

- Not responsible for supervising the work of others.

## Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Student Success: Allows the opportunity to support student success as well as improve access and retention.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High school diploma or GED required.
- Associates Degree/Vocational or technical training in office management preferred.
- One (1) to Three (3) years of related experience providing general office support required.
- The ability to obtain an Arizona Criminal Justice Information System Level A Certification

- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### Special Conditions of Employment:

- Occasional work evenings or weekends
- Pre-employment Background Check Required
- May need DMV Check/Current and Valid AZ Driver's