

SHAWNEE COUNTY, KANSAS

Position Description

Property Technician

POSITION NUMBER: SH1131, SH1132

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position performs work relating to maintaining security and control of property and evidence. Performs other duties as required. This position is supervised by the CSIU Sergeant.

WORK PERFORMED

- 60% Property Control.** Receives evidence into the property room that has been turned in by the officers on a daily basis. Logs those items into the Beast Program and stores those items in a secure location in the Property Room. Pulls cases/items for Officers/Detectives for review or for court along with the Custody Sheet and signs out to Officers/Detectives and records. When the property is returned, it is signed in and logged into the Beast program.
- 20% Property Room Technician Details.** Completes any projects assigned to the Property Room (e.g., reorganizing, inventory, releasing property projects). Pulls items and prepares them for auction and disposals. Escorts and stays with anyone who is in the building to complete work in our area (spray for bugs, electrical wiring, fixing doors, change filters, etc.). Participates in property disposals. Monitors and replenishes, as necessary, property room supplies. Takes out trash, sweeps and vacuums area.
- 20% Clerical.** Pulls and files the custody sheets. Communicates with public at the window and on the phone. Researches cases for auction/disposals. Types up Court Order Requests. Sends out RTO letters and correction notices to Officers. Keeps handwritten logs on the intake of property and the temperatures of the refrigerator/freezer and deep freeze.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Local, state and federal laws involving property and evidence handling, storage and disposal.
- State and federal laws and case decisions relating to evidence and recovered property.
- City and County ordinances.
- Safety rules and regulations.
- Computer operations, word processing and database programs.

Ability to:

- Accurately transfer, calculate and record numerical and alphabetical figures.
- Handle firearms and other weapons.
- Operate camera and electronic scale.
- Interact effectively and courteously with the public, County officials, employees and other agencies.
- Exercise initiative, independent judgment and resourcefulness.
- Communicate effectively, both orally and in writing, using the English language.
- Bend, squat, turn, reach and climb warehouse ladder.

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PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving		X		
Pushing/Pulling			X		Bending			X		High Elevation	X			
Climbing			X		Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting-50 lbs.			X		Around Moving Machinery		X		
ARMS					Carrying			X		Driving Automotive Equipment		X		
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes		X		
Lifting-50 lbs.			X		Twisting			X		Cramped Body Position	X			
Pushing/Pulling			X		Squatting			X		Sustained Positions		X		
Carrying			X		Turning			X		Noise Levels (Excessive)	X			
Throwing	X				LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces	X			
Near Vision				X	Standing			X		Work Above Ground	X			
Far Vision				X	Sitting			X		Work Below Ground	X			
Color Vision				X	Carrying			X		Irregular Surfaces	X			
VOICE					Climbing			X		Moving Objects		X		
Talking				X	Jumping	X				In High Volume Traffic	X			
EARS					Turning			X		Exposure to Marked Changes in Temperature and Humidity				
Hearing				X	Lifting-50 lbs.			X			X			

EQUIPMENT USED

Personal Computer	Photocopier	Ladders (Different Heights)	4-Wheeled Carts
Printer	Paper Shredder	Cleaning Supplies	2-Wheel Dolly
Telephone	Office Furniture	Pallet Jack	
Fax Machine	Calculator		

MINIMUM QUALIFICATIONS

High School Diploma or GED Certificate.

Five (5) years' clerical experience. OR

- A Certificate from an accredited vocational school may be substituted (only one may be chosen to substitute) for one (1) year of clerical experience. In addition to the Certificate, requires four (4) years additional clerical experience.
- An Associates Degree may be substituted for two (2) years of clerical experience. In addition to the Associates Degree, requires three (3) years additional clerical experience.
- Bachelors Degree may be substituted for four (4) years of clerical experience. In addition to the Bachelors Degree, requires one (1) year of additional clerical experience.

Must be twenty-one (21) years of age at the time of appointment.

No felony convictions or diversions.

No misdemeanor convictions or diversions related to domestic violence.

Must be a United States citizen.

Valid Driver's License.

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SPECIAL REQUIREMENTS

Required to pass a background investigation, polygraph testing, pre-employment physical and drug screen.

A Credit Report Disclosure and Consent form and Authorization for Release of Personal Information must be completed and returned with the Application for Employment.

Required to complete an approved training course on Evidence and Property Management.

Required to become a Notary Public and be bonded.

Required to lift up to fifty (50) pounds.

Required to participate in safety training due to potential exposure of hazardous materials, bloodborne pathogens, narcotics and other chemicals.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 01/05
Revision History: 05/06