



The City Beautiful

City of Coral Gables Job Description

Job Title: Property Clerk
Department: Police
Classification: 5006
Pay grade: 15C
FLSA: Non-Exempt

Prepared Date: 7/07
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Summary

Receives, processes, stores, disposes of and returns evidence and property ensuring continuity in the safekeeping of property and evidence as prescribed by law.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Receives, reviews for accuracy, coordinates, administers, and prepares property receipts for found, seized, impounded, forfeited evidence and property for the University of Miami Public Safety Department and the South Florida Money Laundering Strike Force in accordance with all applicable laws, policies, procedures, and accreditation standards.

Receives for storage turned in, found, seized, impounded, forfeited evidence and property in accordance with all applicable laws, policies, procedures, and accreditation standards.

Maintains the proper and continuous chain of custody and accountability of all property including issue, storage and dissemination of property receipts, accountability forms, and data entry into computer accountability programs in accordance with all applicable laws, policies, procedures, and accreditation standards.

Responsible for the correct and proper storage and handling of all property to protect from damage, to prevent deterioration and/or loss of evidentiary value and to ensure the safety of personnel from physical and biological hazards (needles, glass, blood, semen, fluids, gasses, explosives, flammable liquids, etc.) in accordance with all applicable laws, policies, procedures, and accreditation standards.

Responsible for the security of items within the property storage facilities.

Responsible for the identification of legal ownership of items that have been placed into storage that have not been previously identified, to include research of civil, criminal, and administrative records in accordance with all applicable laws, policies, procedures, and accreditation standards.

Responsible for the telephonic and certified mail notification to victims, owners, and other agencies and departments of impounded items which may be returned, transferred, or disposed of in accordance with all applicable laws, policies, procedures, and accreditation standards.

Responsible for the temporary issue and/or transfer of items to other agencies, the court system, laboratories, officers and investigators, while maintaining a chain of custody for the return of items in accordance with all applicable laws, policies, procedures, and accreditation standards.

Responsible for maintaining records to identify the timely destruction and/or disposal of items authorized to be destroyed in accordance with all applicable laws, policies, procedures, and accreditation standards.

Responsible for coordinating, supervising, and implementing the disposal of items authorized for destruction in accordance with all applicable laws, policies, procedures, and accreditation standards.

Responsible for the coordination of applicable inspections and inventories to maintain accountability of all items and the condition of property storage areas in accordance with all applicable laws, policies, procedures, and accreditation standards.

Responsible for the supervision and training of additional personnel as required on a temporary basis under the "Two Person Rule," and volunteer personnel.

Responsible for the administration, organization, and clerical duties which are essential and/or incidental to the proper functioning of the Evidence/Property Room.

Orders and maintains supplies.

Conforms with and abides by all regulations, policies work procedures and instructions.

Conforms to all safety rules which include wearing and using all appropriate safety equipment.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of evidentiary procedures, local and state laws, department policies and procedures and accreditation standards for the correct storage of evidence and impounded property. Ability to maintain impeccable conduct and personal character. Ability to use discretion and good judgment in performance of duties when dealing with the general public. Ability to keep inventory stock control records. Ability to operate computers and other office equipment. Good organizational skills and a detail orientation are needed. Good interpersonal skills in dealing with other agencies and the general public.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine. Work is predominately indoors within a usually quiet to moderately noisy environment. Lifting or carrying of objects of up to 40 lbs. maximum weight. Requires a significant amount of walking or standing, and frequent reaching and/or handling of objects. Sitting for long periods of time in front of the computer screen is also required.

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

Minimum Education and Experience

High School diploma or GED plus two years experience in positions requiring meticulous record keeping work.

A comparable amount of training or experience may be substituted for the minimum education qualifications.