

**Vicksburg Police Department  
Job Description**

**Job Title:** Property and Evidence Technician  
**Department:** Services  
**Reports To:** Property and Evidence Supervisor  
**FLSA Status:**  
**Prepared By:**  
**Prepared Date:**  
**Approved By:**  
**Approved Date:**

**Summary** Receives, stores, records, and issues money, valuables, and other articles seized as evidence, removed from prisoner, or recovered, lost, or stolen property by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Maintains records, performs computer data entry, and performs general office filing.

Receives incoming calls, determines nature and urgency of calls, and coordinates appropriate response.

Assists the supervisor of the property and evidence facility.

Assist with accepting, recording and maintaining the records system of all physical evidence and lost/found property taken into custody by the Police Department. Maintains an orderly system of records which facilitates tracking and locating of any piece of evidence.

Stores evidence and property in a secure environment.

Disposes of evidence or lost and found property by returning it to owner, destruction, or auction, upon case clearance, in accordance with state and local rules and regulations regarding property disposition.

Testifies in court as required.

Carries out duties in conformance with Federal, State, County, and City laws and ordinances.

Analyzes and recommends improvements to equipment and facilities, as needed.

Maintains departmental equipment, supplies, and facilities

**Supervisory Responsibilities**

This job has no supervisory responsibilities.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,

skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

High school diploma or general education degree (GED.) and two years of general office, communications, or records management experience including at least one year related to law enforcement; or Associate's degree (A. A.) or equivalent from two-year college or technical school in a related field; or equivalent combination of education and experience.

### **Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Spreadsheet software and Word Processing software.

### **Certificates, Licenses, Registrations**

Must have a valid driver's license.

### **Other Skills and Abilities**

(A) Some skill in the operation of the following tools and equipment: Personal computer, including word processing and specialized software, police radio, phone, typewriter, calculator, fax machine, and copy machine.

(B) Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to communicate effectively orally and in writing; Ability to type a minimum of 40 words per minute; Ability to establish and maintain effective working relationships with subordinates, peers, and supervisors; Ability to follow verbal and written instructions.

### **Other Qualifications**

Overtime, alternative work schedules, and on-call status may be assigned as needed.

No felony convictions or disqualifying criminal histories.

Must be able to read and write the English language.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral C) vision, depth perception and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.