COMMUNITY SERVICES OFFICER
PROPERTY

DEFINITION
Under close supervision, receives inventory and controls and maintains incoming and outgoing property and evidence.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Receives inventory and controls and maintains incoming and outgoing property and evidence;
- Ensures preservation of the chain of evidence by storing all items received and collected in a systematic manner;
- Verifies evidence and accuracy of reports;
- Releases property to rightful owners and authorized persons in accordance with applicable state laws and departmental procedures;
- Completes property intake and prepares items for lab analysis;
- Processes Request or Removal forms and issues evidence to Officers for court purposes;
- Conducts periodic inventory to identify and prepare items to be auctioned, destroyed and/or donated;
- Processes Property Release forms and returns property to owner;
- Monitors and orders safety equipment, office materials and evidence supplies;
- Destroys narcotics and other property according to applicable law;
- Registers narcotic offenders.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- **Knowledge of** applicable city, county, state and Federal statutes, rules, ordinances, codes and regulations governing police property and evidence, Modern office procedures, practices and equipment. Stock room and inventory control procedures and of Business English, spelling and punctuation;
- **Skilled in** creating and maintaining maintain organization, updating files and records, exercise good judgment with little supervision, and in establishing and maintaining productive working relationships;
- **Ability to** understand and apply applicable laws, follow oral and written instructions, set up and maintain accurate records and files, file in alphabetical and numerical order, lift and move heavy objects, organize and locate materials and to effectively communicate verbally and in writing;
- **Proficient in** operating a personal computer hardware, MS-Office Suite, and other industry related software packages;

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking and bending. May be exposed to hazardous chemicals, infectious disease, dangerous weapons, repetitive motion and vision to monitor. Must be able to lift and carry up to 25lbs.

QUALIFICATIONS
A high school diploma or equivalent, AND one year of recent, paid experience working in records management, property and evidence and/or the law enforcement field which includes public contact. Must possess at the time of application and maintain a valid California Driver’s License.