

City of Duquesne
POSITION DESCRIPTION

JOB TITLE: Evidence Clerk

DEPARTMENT: Police

DATE: 02/24/2021

IMMEDIATE SUPERVISOR: Chief of Police

SUMMARY: Maintains control and inventory of evidence and property in the custody of the Police Department. Non-sworn position within the Police Department.

ESSENTIAL FUNCTIONS: Maintains a comprehensive system for the secure and efficient storage, classification, retrieval, and disposition of items of evidential or other value that into the custody of the Duquesne Police Department. Works under general instruction and guidance as needed from Chief of Police. Works cooperatively with the courts, prosecuting attorney and police personnel. Duties including or comparable to most of the following:

- Receives, verifies, labels, records, and stores evidence, lost, stolen, and found property. Investigates property for return to rightful owner and returns the property per procedure. Transports and disposes of property as required by law.
- Enters evidence collected into the evidence software.
- Assists other agencies with evidence request, transporting of evidence to forensic laboratories, other law enforcement agencies and courts of law.
- Records Maintenance and Correspondence. Annotates property disposition reports to maintain accurate chain of custody for evidence, drafts, and types of correspondence to other police agencies, courts, and property owners.
- Prepares evidence, and other property for final disposition, destruction, or return. Obtains court order as necessary for property and evidence release and destruction.
- Testifies in courts of law to the evidence procedures and chain of custody.
- Adheres to County and departmental policies, procedures and safe work practices, policies, and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public, and representatives of other agencies.
- Attends and participates in required training.
- Performs other related duties as assigned.

WORK ENVIRONMENT

- Average accessibility of all work sites required for the position.
- Average exposure to weather and temperature extremes.
- Average exposure to chemicals and fumes.
- Average exposure to heights.
- Average exposure to work safety hazards.
- Average amount of overtime/extended work hours required.
- Average exposure to dust.
- Average exposure to loud noises.
- Average exposure to darkness.
- Average exposure to cramped spaces.

PHYSICAL EFFORT

- Normal physical mobility: movement from place to place on the job, considering distance and speed.
- Normal physical agility: ability to maneuver body while in place.
- Normal physical strength to handle routine office materials and tools.

- Normal physical strength to handle 30 lb. objects, considering frequency.
- Normal dexterity of hands and fingers.
- Normal physical balance: ability to maintain balance and physical control.
- Normal coordination, including eye/hand, hand/foot, etc.
- Normal endurance.

KNOWLEDGE REQUIREMENTS

- Certified Property and Evidence Specialist certification, through the International Association for Property and Evidence, within 18 months of appointment.
- Experience and proficiency with office equipment and computers.
- Ability to interact with a variety of personalities in a positive and professional manner.
- Ability to deal with difficult people and good phone manners.
- No felony convictions.

MENTAL EFFORT

- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Average complexity of decision making.
- Above average time pressure of decision making.
- Average analytical thinking.
- Average conceptual thinking.

COMMUNICATION

- Above average verbal communication.
- Average written communication.
- Average nonverbal communication.

SENSORY ABILITIES

- Normal ability to see.
- Normal ability to distinguish colors.
- Normal ability to hear.
- Normal ability to smell.
- Normal sense of touch.