

<b>Job Class Code: 7153</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 3</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of this class is to secure and track evidence that will allow for the successful prosecution of criminal cases and the return of property to the appropriate owner. This class identifies preserves and safeguards all physical criminal evidence and maintains computer database of all evidence property. This class does not work out in the field. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision. This job classification provides service to the community on a 24 hour basis during all hours of the day and night. In order to accommodate this 24 hour service, this job class is required to work on rotating schedules, which includes working weekends and holidays, and may involve work in excess of regularly scheduled hours (overtime) when required by operational necessity.

<b>TYPICAL TASKS</b>	
<ul style="list-style-type: none"> <li>• Receives, sorts and secures all property delivered to the evidence room.</li> <li>• Obtains and secures evidence from temporary lockers at Headquarters and ID Tech lockers.</li> <li>• Verifies and logs evidence in/out in the Police Department evidence tracking system.</li> <li>• Releases property to citizens, officers, the courts and/or other agencies; releases property for sale at public auctions; maintains an accurate accounting of all property transfers and releases.</li> <li>• Transports evidence to/from the Crime Lab and ensures that evidence is properly stored in the Evidence Building.</li> <li>• Handles monies submitted as evidence, safe keeping or found property; makes bank deposits and testifies in court cases as required.</li> <li>• Prepares evidence for viewing by Commonwealth and the Defense.</li> <li>• Performs other related duties as assigned.</li> </ul>	

<b>GENERAL STANDARDS</b>	
<b>Data Involvement</b>	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
<b>Interpersonal/People Involvement</b>	Speaks or signals to people to convey or exchange information.
<b>Reasoning Requirements</b>	Performs skilled work involving rules/systems but solves problems almost constantly.
<b>Mathematical Requirements</b>	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
<b>Language Requirements</b>	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and letters; speaks compound sentences using normal grammar and word form.
<b>Mental Requirements</b>	Performs clerical and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Guides others, making frequent decisions, affecting the individual, coworkers, and others that depend on the service or product.

<b>EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS</b>	
<b>Vocational/Educational Requirement</b>	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in forensic science or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of one year of related, full-time equivalent experience.

<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*

Revised 11/22/19