

PINELLAS COUNTY SHERIFF'S OFFICE
PROPERTY CLERK II - PROPERTY/EVIDENCE
Job Code: 60093

GENERAL DESCRIPTION/PURPOSE:

The position directly receives, handles, documents, preserves, records and eventually disposes of a wide range of property items which routinely possess potential biological and chemical contamination hazards. These items may contain carcinogenic or health-damaging properties. Incumbent handles the receipt and proper documentation of all items brought in to the facility. Duties include determining the suitable packaging and storage locations for each item. Incumbent must preserve and safeguard all items from contamination, degradation or theft to ensure proper chain of custody and successful prosecution in court. Work is performed following prescribed guidelines, laws and the rules and regulations of the unit of assignment and of the Sheriff's Office. Position reports to a Property Clerk Supervisor.

ESSENTIAL FUNCTIONS:

Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed. The essential functions identified for this job are:

- Receives, preserves, documents and records property/evidence from Sheriff's Office personnel and other authorized personnel; safeguards the potential evidentiary qualities (i.e. drying, refrigerating), maintains the chain of custody and disposes of a wide variety of property items having potential biological, chemical or contamination hazard and carcinogenic or health damaging properties;
- Maintains detailed inventory; prepares drug/weapon destruction requests, researches cases, contacts case agents, other police agencies, and submits requests to the State Attorney's Office for disposition;
- Maintains all inventory records through the use of a computer and other files; records, tags or engraves all property;
- Performs periodic physical inventory of property and submits inventory reports;
- Inventories, controls, provides security for, and supervises the storage and release of valuable properties designated for the vault;
- Utilizes the computer to enter required information for record keeping, correspondence, reports and inquiry;
- Assists in training new members;
- Gathers and maintains strict control over items to be auctioned and money to be turned in to Fiscal Affairs;
- Performs related work as assigned or required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of various software applications such as ACISS Records System, CJIS and Microsoft Office Suite.

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EQUIPMENT:

The member uses a variety of office and computer equipment and related software, including equipment and software unique to job responsibilities and operational requirements, such as: ACISS, MS Office, CJIS, PERCON, SONET, Outlook, Cyberlynx, bar code and document scanners, copy machines and fax machines. The position may require operating any or all of the following: box truck, SUV, panel van, mini van, fork lift, Work Assist Vehicle (WAVE), and automated/moving storage racks.

EDUCATIONAL REQUIREMENTS:

The minimum level of education required to perform this job is high school education or equivalent.

EXPERIENCE REQUIRED:

No minimum related experience is required for a member to start in this job classification.

CERTIFICATIONS/LICENSES/REGISTRATIONS REQUIRED:

A valid Florida driver's license, FCIC/NCIC certification; fork lift operator.

JOB REQUIREMENTS:

Problem-Solving Skills Required: Solve a variety of complex problems in the absence of technical guidelines or precedents.

Writing Skills Required: As basic as completing forms using few words or numbers or as complex as composing moderately complex documentation of a routine nature.

Speaking/Presentation Skills Required: Answer questions with a brief response or provide standard information to customers/citizens, visitors, callers, supervisors, or other members.

Job Related Communication: The member has daily contact with members within their department, in other agency departments, members in other organizations and the public.

Planning and Scheduling: All activities are established by others.

Difficulty of Work: Work consists of complex, varied, non-standardized tasks, requiring application of numerous laws, rules, regulations and procedures.

Assignment of Work: Supervisor provides detailed instruction before tasks or duties begin.

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Effects of Work Errors: Errors are readily detected in normal course of work by standard check resulting in little or no difficulty in loss of time to correct.

SUPERVISORY OR MANAGEMENT RESPONSIBILITIES:

This position has no supervisory or management responsibilities.

WORKING CONDITIONS:

Physical Effort/Risk:

Work Position: On an average, the member spends 30% of their time standing, 10% walking and 50% sitting.

Body Movements:

- Lifting: 40-80 lbs.
- Lifting frequency: Frequent
- Bending: Frequent
- Pushing and/pulling loads: Frequent
- Reaching overhead: Frequent
- Kneeling: Frequent
- Crawling: None
- Climbing ladders: Frequent

Mental/Visual Effort:

- Typing/CRT: Very Frequent
- Attention to detail: Very Frequent
- Monitoring equipment: Frequent
- Detailed inspection: Very Frequent
- Transcription/proofreading: Very Frequent

Environmental Conditions:

- Exposure to temperature extremes: Very Frequent
- Dangerous equipment: Frequent
- Chemicals: Frequent
- Noise: Frequent
- Noxious odors/fumes: Very Frequent

Other Physical Effort/Risk:

- Biological: Very Frequent
- Carcinogenic: Very Frequent

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ADDITIONAL INFORMATION:

- A written Property Clerk examination with a minimum score of 80% and a minimum typing speed of 15 wpm on a typing test are required.
- A member in this job classification spends at least 65 percent of their time performing duties that involve the collection, examination, preservation, documentation, preparation or analysis of human tissues or fluids or physical evidence having potential biological, chemical or radiological hazard or contamination, or uses chemicals, processes, or materials that may have carcinogenic or health-damaging properties in the analysis of such evidence, or be the direct supervisor of one or more individuals having such responsibility, in accordance with F.S. 121.0515.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview, background investigation, polygraph, and nicotine/controlled substance tests are required for all applicants. Additionally, written and psychological evaluation, a credit check, physical abilities assessment, medical physical examination and job related tests may be required. The job description does not constitute an employment agreement between the employer and the member and is subject to change by the employer as the needs of the employer and requirements of the job change.

By signing below I am indicating I have read and concur with the above description of my job.

Approved: _____
Member Signature Date

Approved: _____
Supervisor Signature Date

Approved: _____
Bureau Commander Signature Date

THE PINELLAS COUNTY SHERIFF'S OFFICE IS AN AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND OFFERS EMPLOYMENT OPPORTUNITIES TO ALL PERSONS WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, NATIONAL ORIGIN OR MARITAL STATUS. WE RECOGNIZE VETERAN'S PREFERENCE AS PROVIDED BY FLORIDA LAW AND WE ARE COMMITTED TO A DRUG FREE WORK PLACE.

THE PINELLAS COUNTY SHERIFF'S OFFICE DOES NOT DISCRIMINATE AGAINST QUALIFIED INDIVIDUALS WITH A DISABILITY IN REGARD TO THE APPLICATION PROCESS, IN HIRING, ADVANCEMENT, OR OTHER TERMS, CONDITIONS, AND PRIVILEGES OF EMPLOYMENT.