PROPERTY AND EVIDENCE SUPERVISOR

JOB CODE: 60095	PAY GRADE: 15	PAY RANGE: $47,663 - $76,262

GENERAL DESCRIPTION

Under the general direction of a Lieutenant, this position performs moderately complex work involving the supervision and training of Property and Evidence Technicians engaged in inventory control of evidence and property items which routinely possess potential biological and chemical contamination hazards. Members in this class are assigned to Property and Evidence. Work is reviewed through observation and results obtained.

A member in this job classification, assigned to Property and Evidence, 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.

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring
- Reviews subordinates work performance, conducts open and honest performance counseling, appraisals and evaluated conditions of performance, initiates corrective action and/or disciplinary action as necessary
- Ensures subordinates meet agency standard in personal appearance, maintains and accounts for materials and agency equipment as prescribed by Sheriff's Office policy, special or General Orders and Standard Operating Procedures (SOPs)
- Supervises evidence documentation, packaging, preservation, and storage
- Gives official testimony as custodian of evidence
- Compiles property reports
- Investigates missing property
- Maintains yearly file on property activity
- Supervises the inventory, control, and the provision for security of valuable properties designated for the vault
- Regular and reliable attendance is required as an essential function of the position

- This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed
- This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary

QUALIFICATIONS

- Graduation from an accredited college or university with an Associate Degree in Business Administration, Public Administration or related field
- Two (2) years' related experience
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to direct and coordinate the work of subordinates in an assigned area
- Ability to operate a forklift
- Knowledge of various database and research software required to perform the essential functions and job duties
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 4 hours per day
- Stand up to 1 hour per day
- Walk up to 2 hours per day
- Drive up to 1 hour per day
- Frequently lift up to 50 lbs.
- Occasionally lift up to 75 lbs.
- Frequently bend, squat, climb, reach, kneel and twist