



## **INTERNAL/EXTERNAL JOB POSTING**

The following position is available with the City of Selma. Applications are available in the Personnel Department located at City Hall, 222 Broad Street, Selma, AL 36701. Please contact the Personnel Department at (334) 874-2110 with any question. Email resume to: [lrutledge@selma-al.gov](mailto:lrutledge@selma-al.gov).

**DEADLINE FOR TRANSFER REQUEST, APPLICATIONS AND RESUMES ARE DUE BY MONDAY, JANUARY 16, 2024 AT 4:30 P.M.**

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Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

**Position:** (2) Evidence Technician

**Reports to:** Lieutenant - Administration

**Subordinate Staff:** None

**Department:** Police Department

**Location:** 1300 Alabama Ave., Selma, Alabama 36701

**Status:** Regular, Full-time

**Schedule:** Monday – Friday- Some Nights and Weekends

**Rate of Pay:** \$12.00 per hour

**Internal Contacts:** **All City Departments**

**External Contacts:** General Public; Alabama Law Enforcement Agency (ALEA); National Crime Information Center (NCIC); Federal Bureau of Investigation (FBI); District Attorney; Attorneys; Department of Human Resources (DHR); Department of Mental Health; Department of Public Health (DPH); Department of Homeland Security (DHS); Hospitals; Contractors; Vendors

### **Job Summary**

Selma Police Department – Evidence Technician

Under the supervision of the Lieutenant - Administration, the employee manages the day-to-day functions of the evidence control, providing support and assistance. The employee performs duties of evidence technicians. The employee processes evidence obtained during investigations; maintaining accountability until evidence is no longer required. The employee also provides clerical functions to the division; maintaining accuracy in documents and reports. This is a job with a high degree of responsibility and judgement in working with the public. The employee refers unusual situations and problems to the supervisor. This job is considered security-sensitive and subject to a pre-employment background check.

#### Essential Functions

**ESSENTIAL FUNCTIONS:** The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

**ESSENTIAL FUNCTION: Evidence Custodian. Processes, maintains, and safeguards evidence obtained during investigations and lost property.**

1. Receives evidence and lost property; maintains storage for safekeeping.
2. Maintains evidence logbook and computer tracking of items.
3. Packages evidence for proper storage.
4. Accounts for evidence signed in and out for examination and use in court proceedings.
5. Destroys expired evidence in accordance with Departmental and state procedures.
6. Processes return of evidence to rightful owners after investigation/case is closed.
7. Prepares donations of unused, unclaimed evidence.

**ESSENTIAL FUNCTION: Clerical Duties. Performs clerical and record management duties to facilitate the efficient administrative function within the Investigative Division of the Police Department.**

1. Answers phone; gives appropriate information, and/or directs to the appropriate individual.
2. Generates memos, letters, and other correspondence; faxes, copies, and files documents.
3. Receives and distributes all incoming mail to the appropriate individual or unit.
4. Uses the NCIC systems for conducting background checks.
5. Reviews and processes investigation reports.

**ESSENTIAL FUNCTION: General Office Operations. Performs general duties in support of the efficient operation of the Investigative Division.**

1. Maintains office files.
2. Prepares field interview cards.
3. Processes pawn tickets into the online program.
4. Maintains documentation of equipment and vehicles checked out by investigators.

#### **NON-ESSENTIAL FUNCTION:**

Performs other job-related duties as required or assigned.

#### Knowledge, Skills and Abilities

(\* Can be acquired on the job)

1. \*Knowledge of City rules, regulations, policies, and procedures.
2. \*Knowledge of the locations of City properties and other important locations.
3. Knowledge of modern administrative office practices, procedures, and equipment including secretarial, receptionist and telephone techniques and etiquette.
4. Knowledge or records management and state laws regarding maintenance and archiving of files and records.
5. Knowledge of state laws and statutes.
6. Knowledge of proper evidence handling procedures and techniques.
7. Knowledge of evidence accounting and storage procedures.
8. Knowledge of general criminal justice system.
9. Knowledge of law enforcement computer system.
10. Communication skills to effectively communicate internally and externally, both orally and in writing.
11. Reading skills to understand and interpret laws and ordinances, manuals, directives, procedures, and instructions.
12. Writing skills to clearly and neatly complete routine forms and records.
13. Math skills to perform basic calculations (add, subtract, multiply, divide) to maintain and reconcile accounts and balances.
14. Verbal skills to effectively communicate with supervisor, colleagues, elected officials and the general public.
15. Computer skills to effectively create documents and enter account information.
16. Ability to use computers and office productivity software.
17. Ability to use standard office equipment and multi-line telephones.
18. Ability to accurately handle and account for monies and other evidence in ongoing cases.
19. Ability to organize and prioritize work.
20. Ability to multi-task, with regular interruptions.
21. Ability to work with little or no supervision
22. Ability to work independently or as part of a group.
23. Ability to maintain accurate and concise records and files.
24. Ability to talk calmly, effectively and without emotion with belligerent, upset and incoherent citizens.
25. Ability to use good telephone etiquette.
26. Ability to remain calm in stressful situations.
27. Ability to analyze situations, make sound decisions quickly and effectively.
28. Ability to talk in a calm and reassuring voice.
29. Ability to use two-way communication devices.
30. Ability to pay attention to details.
31. Ability to drive.

#### **Minimum Qualifications**

1. Possess a high school diploma or GED; college coursework in a related field is preferred.
2. Minimum of three (3) years of professional office work experience; or any combination of education, training and experience that demonstrates the above listed knowledge, skills, and abilities commensurate with the requirements of this job.
3. Work experience in law enforcement or public environment is preferred.

4. Possess a valid and current driver's license; must be insurable.
5. Ability to complete evidence room training within six (6) months of hire
6. Ability to obtain and maintain NCIC certification within six (6) months.
7. Ability to work non-standard hours if required.
8. Ability to travel.
9. Ability to pass a pre-employment background check.

#### **Physical Demands**

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

#### **Work Environment**

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working under extreme weather conditions, subject to physical attack, or similar situations where conditions cannot be controlled.