

City of Stockton

PROPERTY CLERK

Established:	4/4/88
Resolution:	CC88-0182
Spec Adopted:	10/31/88
Resolution:	CS88-091
Spec Amended:	12/2/04
Resolution:	CS04-132
Spec Amended:	
CS Status:	Classified
Unit:	SCEA/ACS
FLSA Status:	Non-Exempt

DEFINITION

Under general supervision, receives, stores, and maintains an inventory of evidence and property in the Police Department; performs related work as assigned.

CLASS CHARACTERISTICS

This police civilian class is responsible for the receipt, storage, and maintenance of evidence received in the Police Department. Incumbents process and maintain detailed records of held items and destroy or dispose of obsolete or unclaimed property in accordance with Police Department rules and regulations. This class is distinguished from the Evidence Technician in that the latter is a technical class performing crime scene investigations and identifying and classifying evidence for use in prosecuting crimes.

PRINCIPAL DUTIES (Illustrative Only)

1. Receives property and issues receipts; categorizes and stores property which has been found or turned in as evidence.
2. Disposes of property and evidence in accordance with state, city, or departmental rules and regulations.
3. Releases property to rightful owner after ensuring proper authorization for release.
4. Testifies in court regarding chain of custody and property records.
5. Prepares detailed records of evidence inventory and maintains orderly appearance of property file area; maintains continuous property inventory record.
6. Prepares periodic reports related to property stored, including disposal of property, unclaimed property, and property available for auction.
7. Coordinates the review of inventory items by departmental staff and outside agencies.
8. Coordinates the disposal, sale, or auction of property with City purchasing and stores staff.
9. Provides direction, training, and work review to support staff assigned to the property room.
10. Assists with special projects related to the maintenance and handling of property items.

MINIMUM QUALIFICATIONS

Education/Experience:

Possession of a high school diploma or GED and one year of experience as a storekeeper, stock clerk, property clerk, general warehouse inventory control clerk or in general office support work. Prior experience in a law enforcement setting is desirable.

Other Requirements

Must possess a valid California driver's license. Must be willing to handle firearms.

Knowledge of:

- Principals and methods of receiving, storage, and inventory of property and evidence;
- Basic safety practices pertaining to the work, including the handling of dangerous substances and firearms;
- Basic record keeping principals and practices;
- Office practices and procedures, including the operation of standard office equipment.

Skill in:


- Receiving, storing, and maintaining an inventory of property and evidence;
- Filing and indexing a variety of property items;
- Organizing and maintaining detailed and accurate records of inventory items;
- Presenting accurate court testimony concerning evidential property;
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Physical/Mental Abilities:

- Mobility - Occasional sitting while operating a keyboard; frequent standing;
- Lifting – Frequent lifting of 50 pounds or less;
- Vision - Constant use of overall visual capabilities; ability to read small fonts and handwriting and produce printed material and information displayed on a visual display terminal;
- Dexterity - Frequent holding, grasping, repetitive motion and writing;
- Hearing/Talking - Constant hearing and talking of normal speech, frequently over noise, in person by telephone, and in group settings.
- Special Requirements - May require weekend or evening work;
- Emotional/Psychological - Constant concentration and decision making; frequent public contact; occasional to moderate working alone, and traveling;
- Environmental Conditions - Occasional to frequent exposure to noise, outdoor conditions and;
- Working Conditions - May be loud at times.

APPROVED:

Original signed by


TERESIA ZADROGA-HAASE
DIRECTOR OF HUMAN RESOURCES

6-30-15
DATE