



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Property Control Specialist
Department: Sheriff
FLSA Status: Non-Exempt
Job Code: 2964
WC Code: 7720
Effective Date:
Last Revised: July 1, 2012
Pay Grade: S03
Union: Sheriff

SUMMARY

The property control specialist is responsible for the care, storage, and proper control of all evidence and found property seized and placed in the Josephine County Sheriff's Office property control room.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

Directs the retrieving, securing and releasing of property seized by law enforcement agencies. Performs future planning and development functions, manages the budget, oversees procurement activities and section audits, and develops and implements procedures.

The specialist maintains records of all property actions and arranges for disposal when authorized. The property control specialist shall be aware and knowledgeable of federal, state and local laws and ordinances affecting seized property and its disposition. The property control specialist is responsible for overseeing proper administrative procedure relative to the county seizure ordinance.

Under the direct supervision of the assigned Sergeant the position:

- A. Shall initiate and investigate cases involving the misappropriation or mishandling of items of evidence or property for which the specialist is responsible.
- B. Shall store and maintain evidence and other property in a manner acceptable to the court, keeping an accurate record of the chain of custody.
- C. Shall deliver evidence to various agencies or persons for testing, listening, and/or prosecution, etc., as directed by competent authority and supporting documentation as may be required.
- D. Return property to persons entitled to said property. If property is unreturnable and/or the owner is unknown, the specialist shall arrange to dispose of the property at public auction.

- E. Occasionally directs helpers, assistants, seasonal employees, interns, volunteers or temporary employees and may temporarily act in a higher capacity.
- F. Make all arrangements for the Sheriff's public auction of disposable property and shall be responsible for depositing the monies from said auction with the County Treasurer.
- G. When possible, will assist other members in identifying the owners of found or recovered properties and will assist in returning property to the owner.
- H. Will destroy property that is contraband or unreturnable due to the owner being an unknown person. Will destroy property as directed by court order or when the property is illegal to possess or when the property is of no value for public sale.
- I. Will develop or modify systems or procedures to better facilitate the control, handling or disposition of property or evidence being held by the office.
- J. Will coordinate the handling and disposition of various properties or evidence being held by this office and that are of interest to outside agencies.
- K. Will coordinate the recovery of properties or evidence being held by outside agencies and that are of interest to this office.
- L. Will maintain control and direction of all property storage areas being used by this office that are located outside the courthouse building.
- M. Will write request, as required by ordinance number 81-16, for the sale, destruction or retention for county agency use, of property in our custody that is not returnable.
- N. Will, on a periodic basis, advise all personnel of the items they have in custody and shall request a current disposition on each item. In this area, the specialist shall have the authority to deal directly with the shift supervisor for prompt, complete replies to requests for dispositions.
- O. Responds to inquiries from the public in person, over the telephone, and/or via correspondence regarding property.
- P. Testifies in court as required regarding the integrity, preservation, transportation, and chain of custody of property and evidence.
- Q. Instructs recruits in evidence handling procedures and conducts tours of the section as required to trainees, officers, or students.
- R. Provides customer service by communicating with the public, attorneys, County personnel, criminal justice agencies, and other law enforcement agencies concerning the receipt, return or status of property and evidence.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory duties.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. This position requires a working knowledge of modern property control and supply procedures. Requires knowledge of administrative practices, the general orders of the Sheriff's Office and Oregon Revised Statutes. Have a thorough and complete knowledge of the Law Enforcement Data System (LEDS).

Be able to work alone and unsupervised. Be able to deal with confidential matters, to effectively deal with the public, court officials, and Department employees, to effectively cope with unpleasant, at times grisly, crime scenes, Lift heavy

objects over the head and/or place items onto shelves up to 8 feet high, to respond to off hour call-outs, including nights and weekends.

EDUCATION AND EXPERIENCE

The Property Control Specialist for the Josephine County Sheriff's Office must have a high school diploma or equivalency. Must have a minimum of three years of general clerical experience, with one year in a governmental and/or law enforcement related field preferred.

JOB IMPACT

The most common consequence of error would involve financial loss due to improper maintenance of records and/or police evidence; possible litigation; and/or public embarrassment.

JOB CONTACTS

This position generally has contact with the general public; other agencies, including social service, state and federal agencies; and with other County departments.

LANGUAGE SKILLS

Must have a full command of English composition, spelling, business formats and mathematical skills. Must have the ability to prepare effective written reports, correspondence, memoranda, policies and other written documents. Must have excellent oral communication skills, the ability to explain policies and procedures.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITIES

Ability to exercise initiative and judgment in completing tasks and responsibilities; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; and interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Must have the ability to analyze and make decisions and judgments relating to area of responsibility.

OTHER SKILLS AND ABILITIES

Must be able to comprehend and interpret comprehensive reports applicable to assigned area and to work effectively with other employees, agencies and the general public using courtesy, tact and good judgment. Must have the ability to plan, organize, schedule and coordinate office operations. Must have a thorough knowledge of office equipment, and their use, including but not limited to computers and industry standard software used by the Sheriff's Office.

CERTIFICATES, LICENSES, REGISTRATIONS

None

BACKGROUND INVESTIGATION

Those employed in this position are subject to a background investigation including criminal background investigation. Conviction of a crime may disqualify an individual for this classification.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 50 lbs			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Speech, Vision & Hearing

<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Depth perception	Describe:
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:

Exposure - Environmental Factors

<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>