

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### RECORDS CLERK / PROPERTY AND EVIDENCE TECHNICIAN

**SALARY SCHEDULE: SSP-8**

**COST CENTER: SAFETY, SECURITY & EMERGENCY MANAGEMENT (9035)**

**QUALIFICATIONS:**

- (1) Must have a High School Diploma, General Education Development (GED) or equivalent, Associate's Degree preferred.
- (2) A minimum of one year of general office experience dealing with the public. Specific assignments may require some knowledge of bookkeeping principles.
- (3) Equivalent combinations of education and experience may be accepted.
- (4) Experience in a police agency is preferred.
- (5) Must pass background investigation, polygraph examination, drug test, physical examination, psychological evaluation, and other requirements described in Police Department policies.
- (6) Must possess and maintain a valid State of Florida driver's license and maintain a satisfactory driving record. Applicants may possess a valid out of state driver's license and obtain the Florida license within 10 days of employment.
- (7) Skills in computer data entry.
- (8) Two (2) years' experience in receipt, storage, and issuance of property, maintaining property control, data entry, and categorizing records in an electronic data base.
- (9) Must obtain FCIC/NCIC certification within six (6) months of employment.
- (10) Proof of U.S. Citizenship.
- (11) Proof of honorable discharge and copy of DD Form 214 (if applicable)
- (12) Must not have been convicted of any felony, any crime involving moral turpitude, any crime involving children or minors, domestic violence, illegal substances, or any crime involving perjury or false statements.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of laws, police principles, practices, and procedures dealing with records and police property control. Knowledge of city, state, and federal ordinances and laws dealing with records and property control matters. Knowledge of basic computer capabilities. Ability to physically move property items - large and small. Ability to prepare written reports. Ability to research situations and information. Skills in communication with co-workers and the community. Skills in maintaining cross index filing systems and in classifying documentary material for filing purposes. Research information to obtain ownership information. Verbal and written correspondence with other agencies and individuals for informational exchanges. Make oral and visual presentations as needed. Must be able to testify in court.

**REPORTS TO:**

Chief of Police  
Police Sergeant (as assigned)

**JOB GOAL**

To perform the duties and functions of the position so that the effectiveness and efficiency of the office is maintained.

**SUPERVISES:**

N/A

**RECORDS CLERK / PROPERTY AND EVIDENCE TECHNICIAN (continued)****PERFORMANCE RESPONSIBILITIES:**

- \* (1) Under the direction of the Chief of Police, Professional Standards Sergeant or designee, is responsible for the police department's records management and property and evidence functions.
- \* (2) Performs skilled technical work in records management, inventory control of evidence in criminal investigations and found property, including large sums of money, firearms, and narcotics. Maintains integrity control of evidence for courtroom presentation.
- \* (3) Responsible for the daily management of the Records Section function.
- \* (4) Responsible for thoroughness, competency, and sound judgment, where failure to perform effectively and efficiently could have serious impact on departmental operations, public relations, and the efficient use of resources.
- \* (5) Performs a variety of communications with the general public, department administrators, employees, and law enforcement and community partners which includes answering questions, providing information, and resolving routine complaints, in person, by phone or via email.
- \* (6) Establishes and/or maintains a variety of files, records and documents as required; maintaining complete reference and operational records according to established methods and procedures.
- \* (7) Performs analytical work involved in support of department administration, organization, projects, programs and operations including but not limited to budget, goals, and objectives, equipment, facilities, productivity, efficiencies, reliability, cost effectiveness, and provides recommendations for improvement or enhancement; assist with strategy, development and implementation as required.
- \* (8) Attend meetings to take and transcribe minutes. Type reports and other materials as directed. Establish and maintain filing systems for departmental records.
- \* (9) Collect established fees, adjust, issues receipts, and keeps records of transactions.
- \* (10) Operate a variety of office equipment including, computer, photocopying equipment, typewriter, adding machine, etc.
- \* (11) Sustained focus and attention to detail for extended periods of time.
- \* (12) Perform other related duties as assigned

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently and/or 20 pounds of force as needed to move objects. A day's activities may include standing, walking, running, bending, climbing, stooping, pushing, pulling, lifting, reaching, and sitting. Normal dexterity, visual acuity (with or without corrective lenses), hearing, talking, shouting, and firm grasping are also required to carry out essential functions.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of work year and hours of employment shall be established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 02**

\*Essential Performance Responsibilities