



EVIDENCE ROOM TECHNICIAN

Salary: \$37,232.00 - \$43,867.20 Annually

Job Type: Full-Time

Location: Stafford County, VA

Job Description

The Sheriff's Office Evidence Room Technician provides intermediate skilled assistance and administrative support in the Property/Evidence Section in the Administrative Services Division of the Sheriff's Office; prepares and maintains detailed, complex and/or confidential records and files; prepares reports; assists the public; and supervises subordinate clerical personnel. It is necessary that the individual have the capacity to remain calm, considerate, and tactful under stressful and unanticipated situations.

Examples of Duties

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Keeps records of property and evidence up to date;

Delivers and retrieves evidence items to the lab for examination;

Ability to testify in court and represent the Sheriff's Office in a professional manner;

Conducts evidence destruction in a timely manner;

Assists the public with the completion of various records, applications, etc.; verifies completeness and accuracy of information; coordinates with other departments and agencies.

Prepares and maintains a variety of office files, accounts and other records;

Enters a variety of data into computer; verifies statistical and other records for accuracy and completeness; enters and retrieves sensitive and restricted information into computer system.

Exercises a high level of confidentiality in accomplishing all assigned tasks and responsibilities.

Trains and oversees subordinate clerical personnel;

Handles inquiries from the general public.

Maintains inventories and orders supplies.

Operates a variety of standard office equipment.

Performs related tasks as required.

Typical Qualifications

Graduation from high school or high school equivalency. Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Knowledge/Skills/Abilities

Comprehensive knowledge of the organization and functions of the department and of general administrative policies and practices;

Comprehensive knowledge of standard office practices, procedures, equipment and office assistance techniques;

Comprehensive knowledge of business English, spelling and arithmetic;

Possess exemplary customer service skills;

Ability to read, understand and interpret difficult materials with complicated information that may contain excerpts from regulatory and/or legal documents;

Ability to provide effective support to all levels of the organization while communicating in a patient and professional manner at all times;

Ability to keep office records and to prepare accurate reports from file sources;

Ability to perform and organize work independently;

Ability to prepare effective correspondence on routine matters and to perform office management details without referral to supervisor;

Ability to operate standard office and computer equipment including ability to operate specialized software;

Ability to establish and maintain effective working relationships with associates and the general public.

Supplemental Information

Candidate selected will be required to successfully complete a criminal history and fingerprint check, polygraph exam, background investigation and medical exam to include substance and alcohol testing conducted at the Sheriff's Office expense.

This is medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, crouching, reaching, standing, walking, lifting, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

