

Jurisdictional Class: Competitive

Adopted: May 11, 2023

**EVIDENCE CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is technical work involving the responsibility of collection, recording, storage, maintenance, and disposition of evidence and property received by a law enforcement agency. The work is performed under the general supervision of a ranking Police Officer with moderate leeway given for the exercise of independent judgement. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Receives, collects, catalogs, stores, releases, inventories, controls, disposes, and maintains security of a wide variety of property and evidence according to protocols;  
Acts as the primary contact for identifying, gathering, and collecting information for the Office of the District Attorney and acts as liaison to police departments, crime labs, and related law enforcement entities which may have relevant information for criminal cases;  
Disposes of or returns property from cases that have been closed due to dispositions and/or are declined prosecution by the District Attorney's Office;  
Trains department staff on the proper collection, packaging, and submission of evidence and property;  
Maintains cleanliness, organization, and security of the evidence storage area;  
Downloads, logs, and maintains all audio and/or video related to discovery;  
Conducts inventory of property and evidence supplies and orders new equipment and/or supplies as deemed necessary;  
Maintains the "Medication Drop Box" program;  
Completes other projects or assignments as directed by a ranking Police Officer.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of the rules of evidence, particularly with respect to chain of custody;  
Good knowledge of basic laboratory safety and universal safety precautions;  
Working knowledge of legal terminology, documents, and forms;  
Ability to establish and maintain effective working relationships with others;  
Ability to use computer applications such as spreadsheets, word processing, and e-mail;  
Ability to operate computerized evidence management systems;  
Ability to communicate effectively both orally and in writing;  
Ability to maintain a high level of confidentiality;  
Initiative;  
Sound judgement;  
Physical condition commensurate with the demands of the position;

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience receiving, handling, and processing physical evidence from criminal investigations of a law enforcement agency.