

CITY OF HELENA



Position Title: Evidence Clerk

Department: Police

Division: Administration

FLSA: Non-Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

This position is clerical and administrative support to the Evidence Section, Criminal Investigations Division of the Police Department. Working in conjunction with the Evidence Technician and in his/her absence, this position is responsible for the receipt, storage, handling and preservation of physical evidence and property in custody of the department. The position is responsible for fulfilling civil and criminal requests for evidence and evidence records in the custody of the department. In addition, this position is responsible for the proper destruction and disposal of evidentiary items in accordance with department policy and state law. This position will utilize strong technical recordkeeping and organization skills.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

The Evidence Clerk is responsible for assisting the Evidence Technician in the maintenance of records and evidence in compliance with courtroom procedures and judicial endorsement.

Working in conjunction with the Evidence Technician, the incumbent is responsible for duplicating, copying and releasing items from evidence - such as audio/visual recordings and associated documents - to prosecuting and defense attorneys and others pursuant to court orders, subpoenas, and prosecutor or attorney requests in adherence to department standard operating procedures and state law. The incumbent may assist in the intake, receipt and organized storage of items of evidence in coordination with the Evidence Technician and do so in his/her absence. The position may field telephone calls, written and in-person inquiries concerning evidence and property from law enforcement agencies and citizens. This position will also be responsible for the proper disposition of evidence, abandoned and found property and may interact in person, through written letters, emails or by telephone the owners for return or sale, action, use or destruction of property. The incumbent may be required to testify in court.

This position may involve receiving and properly handling sensitive and/or potentially dangerous items including narcotics, money, firearms, explosives, and other associated property.

The Evidence Clerk may assist or be responsible for monitoring, removal, storage and disposal of prescription medication drop-off sites.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Modern office procedures, equipment and computer software/hardware.
- Principles and procedures of technical recordkeeping.
- Principles of effective customer service.
- Safe driving principles and practices.

Skill or ability to:

- Establish and maintain positive working relationships with other staff, internal and outside law enforcement and emergency services personnel, attorneys, law offices and the general public.
- Perform job tasks in accordance to municipal, state and federal laws in addition to established department policies/procedures using independent judgment and a high degree of accuracy.
- Operate a wide variety of computer hardware and software systems.

- Inspect, order, and maintain equipment and supplies used in the gathering and storage of evidence.
- Attend various training schools or classes and pass/maintain required certifications and learn modern practices, procedures and methods of evidence preservation/storage.
- Observe situations analytically and objectively and record clearly and completely
- Communicate clearly and concisely, both orally and in writing.
- Prepare accurate and complete reports.
- Maintain confidentiality of investigations and other sensitive information in the workplace.

Physical Demands:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb; exposure to outdoors, confining work space, chemicals, and explosive materials; ability to travel to different sites and locations. Exposure to extreme noise, hot/cold temperatures, mechanical hazards, blood borne pathogens and other bodily fluids. Ability to lift up to 25 pounds.

Safety:

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses and near-misses as soon as possible to assigned supervisor.

Minimum Qualifications (Education, Experience and Training):

This position requires a minimum of high school graduation or equivalent with two years college coursework in a related field being preferred. It also requires three years of clerical experience, with experience in law enforcement, records management, or related field. Other relevant combinations of education and work experience may be evaluated on an individual basis. The applicant must submit to and pass a thorough background check and cannot have any felony convictions.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire or have the ability to obtain a valid MT driver's license within six months of hire.

Must possess or have the ability to obtain and maintain CJIN and NCIC Certification (State of Montana) if required.

Must submit to and pass a thorough background check as well as pass pre-employment and on-going random drug testing.

Supervision Received:

Supervised by the Criminal Investigation Division Commander.

Supervision Exercised:

None

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.