

ALACHUA COUNTY SHERIFF'S OFFICE

November 1, 2018

MEMORANDUM NO. AS-18-144

TO: Division Commanders
Bureau Chiefs

FROM: Susan Wiley, Bureau Chief *SBW*
Human Resources Bureau *11/2/18*

RE: **OPEN POSITION ANNOUNCEMENT**
PART TIME - EVIDENCE CUSTODIAN - (Pay Classification 16)

Please inform the personnel in your division or bureau of the following announcement. This memorandum is to be posted for all employees to review.

Responsible technical work involving the maintenance, preservation, documentation, and disposal of evidence and recovered property in the possession of the Alachua County Sheriff's Office in accordance with Florida Statutes and Department policies. Self-initiative, the ability to work independently, and good judgement are necessary.

Work is performed under the direct supervision of the Evidence Supervisor. Performance is evaluated through observation, results obtained, appropriate employee performance appraisals, and oral/written reports.

The following eligibility requirements must be met:

- Current, valid Florida driver license.
- High School Diploma/GED, Associates Degree preferred. Preferred Major(s): Criminal Justice or related field.
- Any equivalent combination or education and experience which provides the required knowledge, skills and abilities.
- Experience with ACSO Records Management (SmartCOP and/or LINDAS) preferred.
- On call in case of emergency at the discretion of the Evidence Supervisor or higher authority.
- May require travel to off-site locations. Tasks are performed in a warehouse environment containing dust, the odor of drying cannabis, and outside in various weather conditions. May require handling of hazardous/dangerous materials. Periodically out of the office driving in inclement weather. Periodic random and for cause drug testing and polygraph examinations.
- Not on disciplinary probation.
- Not on new hire probation. Exceptions must be approved by current Division Commander or higher authority.

Any qualified personnel interested in being considered for the position of **Part Time Evidence Custodian** assigned to the Evidence Section must submit an internal application online at <http://internal-alachuasheriff.icims.com/> Starting salary \$13.5000 per hour.

Further details concerning duties, job knowledge, skills and abilities associated with this position are available by obtaining a copy of the job description from the Human Resources Bureau.

SW/aj

The Alachua County Sheriff's Office is an Equal Opportunity Employer. The Alachua County Sheriff's Office gives preference in employment/appointment to eligible veterans and spouses of disabled veterans. Applicants with disabilities will be accommodated in the application process. Minorities and protected classes are encouraged to apply.