



COUNTY OF VOLUSIA
invites applications for the position of:
**Evidence Technician - Sheriff's
Office**

An Equal Opportunity Employer

SALARY: \$14.34 - \$23.71 Hourly

OPENING DATE: 10/02/18

CLOSING DATE: 10/16/18 11:59 PM

MAJOR FUNCTIONS:



The County of Volusia is seeking an Evidence Technician for the Sheriff's Office. This position will initially be located in DeLand, Florida but will be transferred to Daytona Beach, Florida upon completion of the new state of the art facility in April 2019.

The selected candidate will be highly responsible for work in the acquisition, receipt, control and distribution of evidence related material, as well as abandoned and recovered properties. Staff assigned to this classification spend sixty five percent (65%) of the time performing duties that involve the collection, examination, preservation, documentation, preparation, or analysis of human tissues or fluids or physical evidence having potential biological, chemical, or radiological hazard or contamination, or use chemicals, processes, or materials that may have carcinogenic or health damaging properties in the analysis of said evidence.

ILLUSTRATIVE DUTIES:

(NOTE: 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.)

- Duties include the collection, examination, preservation, documentation, preparation, or analysis of

human tissues or fluids or physical evidence having potential biological, chemical, or radiological hazard or contamination, both on-site and from remote locations.

- Receives, records and disposes of both abandoned and recovered properties.
- Secures and safeguards evidence related materials until needed.
- Maintains the content integrity of all evidence-related materials.
- Maintains the records of evidence-related materials and abandoned and recovered properties.
- Communicates with applicable parties regarding evidence related materials and abandoned and recovered properties.
- Must be available for call-out, both scheduled and emergency.
- May be assigned to other county locations based upon operational needs.
- Attends work on a regular and consistent basis.
- Must adhere to Federal, State, County and Local ordinances.
- Responds to emergency situations.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS:

Graduation from an accredited high school or possession of a G.E.D., **AND** two (2) years of responsible experience in the field of evidence / property management within a law enforcement agency, **AND** an additional two (2) years of responsible experience in the area of stock control, loss prevention, shipping and receiving or other similar supply/ inventory environment. A comparable amount of education, training, or experience may be substituted for the minimum experience. **The preferred candidate**, having met the minimum requirements; will be a certified Evidence Specialist through the Property and Evidence Association of Florida (PEAF) and/or the International Association of Property and Evidence (IAPE).

***Must possess and maintain a valid Florida driver's license.**

TOBACCO POLICY: It is this organization's policy that individuals hired into special risk positions may not use any form of tobacco at any time, whether on or off duty, as a condition of employment. Candidates appointed after October 13, 2017 must be nicotine/cotinine free by the time of pre-employment physical/drug exam, including nicotine-containing products used in tobacco replacement therapies.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of the rules of evidence.
- Skilled in the areas of inventory control and related processes.
- Knowledge of applicable laws, rules and regulations governing the acquisition, receipt, control and distribution of evidence material as well as abandoned and recovered property.
- Knowledge of methods of preparing and maintaining property control records.
- Knowledge in the operating procedures of the Office of the Sheriff.
- Able to communicate effectively, both orally and in writing.
- Able to work under stressful conditions.
- Able to interact effectively with others.
- Must be able to relocate to other county locations based upon operational needs.

ADA REQUIREMENTS:

Physical Demands: Ability to lift, push, pull carry (30 lbs.), stand, climb, balance, reach overhead, lift, grasp, handle, kneel, bend, stoop, see (, color acuity), talk, and finger dexterity. Visual acuity (depth perception and peripheral vision necessary to operate a motorized vehicle).

Environmental Demands: Inside and outside work: Able to tolerate exposure to dust, odors, chemicals, fumes, confined spaces, exposure inclement weather to heat, cold, rain, wind; and adverse terrain.

Mental Demands: Ability to read and comprehend technical procedures, policies and instructions, legal codes, memos, letters, summaries. Ability to perform general mathematical functions. Ability to write compound sentences relaying information, data and details.

Volusia County is a drug free workplace and an Equal Opportunity Employer committed to a diverse workforce.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.volusia.org/humanresources>

OUR OFFICE IS LOCATED AT:

230 North Woodland Blvd Suite 262

DeLand, FL 32720

386-736-5951

humanresources@volusia.org

Volusia County is a drug free workplace and an Equal Opportunity Employer committed to a diverse workforce. Veterans' preference pursuant to State law. Individuals with a disability who require special accommodations during the selection process should notify the Human Resources Division at (386)736-5951.

Job #18-00987
EVIDENCE TECHNICIAN - SHERIFF'S OFFICE
JR

Evidence Technician - Sheriff's Office Supplemental Questionnaire

- * 1. **NOTE:** Your response to the following supplemental questions must match the information in the appropriate sections on your application. If your responses do not match, your application will be deemed incomplete and will disqualify you from further consideration.
- I have read and understand the above statement.
- * 2. Do you possess a valid Florida driver's license?
 Yes No
- * 3. If you answered no to the previous question, will you be able to obtain a Florida driver's license at the time of hire if selected for the position?
 Yes
 No
 Not Applicable
- * 4. Do you have experience in the field of evidence / property management within a law enforcement agency?
 Yes No
- * 5. If you answered "Yes" to the previous question, please indicate:
1.) The number of years,
2.) Position title,
3.) Describe in detail your experience, and
4.) The name of the agency/organization(s).
If you answered "No," please indicate N/A.
- * 6. Do you have experience with any of the following?
Check all that apply.
 Stock Control
 Loss Prevention
 Shipping and Receiving
 Similar Supply/Inventory Experience
 No Experience
- * 7. If you answered having experience to the previous question, please indicate:
1.) The number of years,
2.) Position title,
3.) Describe in detail your experience, and
4.) The name of the agency/organization(s).
If you answered "No Experience," please indicate N/A.
- * 8. Are you a certified Evidence Specialist through any of the following associations?
Check all that apply.
 Property and Evidence Association of Florida (PEAF)
 International Association of Property and Evidence (IAPE)
 Not Certified
- * 9. **TOBACCO POLICY:**
It is this organization's policy that individuals hired into special risk positions **MAY NOT USE ANY FORM OF TOBACCO** at any time, whether on or off duty, as a condition of employment.
CANDIDATE MUST BE NICOTINE-FREE by the time of pre-employment physical/drug exam, including free of nicotine-containing products used in tobacco replacement therapies.

- I have read and understand the above statement.
- * 10. Have you ever worked as a temporary/lease employee for the County of Volusia?
 Yes No
- * 11. If you answered yes, please indicate when, position title, and department/division. If you answered no please indicate N/A.
- * 12. Where did you hear about this position?
 Volusia County Website
 Daytona Beach News Journal
 Zip Recruiter
 Social Media (E.g. Facebook, Twitter, LinkedIn)
 Other
- * 13. If you answered "other" to the previous question, please indicate which specific source. Otherwise please indicate N/A.
- * Required Question