



THE CITY OF DAYTONA BEACH

"The World's Most Famous Beach"

EVIDENCE CLERK

POLICE/PROPERTY & EVIDENCE

Weekly Salary Range - \$598.15 - \$1,005.10

February 27, 2019 – March 7, 2019 at 11:30 a.m.

PURPOSE OF CLASSIFICATION

The purpose of this classification, under direct supervision, is to perform routine administrative support work in the introduction, security, chain of custody, integrity, processing, and disposal of all evidence and property submitted in a law enforcement agency. Performs related work as required.

MINIMUM QUALIFICATIONS (Education, Training, and Experience)

High school diploma or GED; supplemented by two (2) years previous law enforcement administrative support work that provides general knowledge of records management in a law enforcement agency.

To apply: complete and submit application with conviction history disclosure form, along with educational documentation (copy of your diploma or transcripts), experience verification (letter(s) from current or former employer(s) showing you meet the minimum qualifications) and a copy of your valid Driver's License or ID.

Applications will not be considered without the inclusion of Conviction History Disclosure Form, educational documentation, experience verification, and copy of valid Driver's License or ID.

For application and information go to www.codb.us/jobs

Applications may be submitted:

- **In person to:**
Daytona Beach City Hall
Employment Services – Room 158
301 S Ridgewood Avenue
Daytona Beach, FL 32114
Monday – Friday 8 a.m. – 5 p.m.
- **Via e-mail to:** LossLana@codb.us
- **By mail to:**
Daytona Beach City Hall
Employment Services
P.O. Box 2451
Daytona Beach, FL 32115-2451

Residents of Daytona Beach given preference in hiring.

EOE/AA/ADA/VET Employer

Applications are public record open for inspection
HUMAN RESOURCES/Employment Services
P.O. Box 2451, Daytona Beach, Florida 32115-2451