

PLEASE POST

Collier County Sheriff's Office
PROPERTY & EVIDENCE TECHNICIAN
Position Announcement
(This is a non-certified position)

OPENING DATE:

CLOSING DATE:

SALARY RANGE: \$32,385 - \$54,412

Position may require flexibility in scheduling, including some evening hours. Position is primarily in Naples but may require travel to Immokalee occasionally (pool vehicle available). Must be available for call-outs. An eligibility list for the position of Property & Evidence Technician will be established through skills testing and oral screening. This list will be valid for twelve (12) months from the date of its posting.

MINIMUM REQUIREMENTS:

- Twenty-four (24) months uninterrupted service in present position.
- Must be free of disciplinary probation at time of oral board.
- Good attendance record.
- Must reside in Collier County
- Must be able to type 30 correct wpm.
- Minimum Wonderlic score of 18.

POSITION REQUIREMENTS:

- Knowledge of principles and procedures of record keeping.
- Knowledge of modern office procedures, methods and computer equipment.
- Ability to obtain CJIS Limited Access User Certification within three (3) months of placement and maintain certification while assigned to position
- Ability to obtain certification as an Evidence Specialist through the Property and Evidence Association of Florida within one (1) year of date of eligibility.
- Ability to communicate effectively, both orally and in writing.
- Ability to work independently.
- Ability to work in an outdoor environment (heat/cold) and to tolerate proximity to a variety of substances.
- Ability to lift up to 50 pounds and climb ladders.
- Ability to obtain forklift certification within one (1) year of placement into position.

EXAMPLES OF DUTIES:

- Receive, record, and store property/evidence.
- File items in numeric order; scan documents
- Maintain chain of custody of evidence
- Maintain orderliness and cleanliness of all storage areas including the garage (sweeping, vacuuming, and dusting).
- Prepare items for request for service – lab, further investigation, trial
- Complete inventory audits
- Research cases for disposition; appear and testify in court.
- Duplicate CDs/DVDs
- Move bulk items using pallet jack and/or forklift, jump start vehicles

ONLY THOSE WHO MEET THE ABOVE REQUIREMENTS WILL BE CONSIDERED ELIGIBLE.

THE RESPONSIBILITY OF THE INDIVIDUAL SUBMITTING A LETTER OF INTEREST IS TO ENSURE THAT THE ORIGINAL NOTICE IS DELIVERED TO THE HUMAN RESOURCES DIVISION BY EMAIL TO 'HUMAN RESOURCES GROUP' WITH A HARD COPY THROUGH YOUR CHAIN OF COMMAND TO YOUR DIVISION CAPTAIN. ALL LETTERS MUST BE DELIVERED BEFORE CLOSE OF BUSINESS ON THE FINAL DAY OF THE APPLICATION PERIOD. THE LETTER SHOULD INCLUDE A TELEPHONE NUMBER WHERE CANDIDATE CAN BE REACHED DURING NORMAL BUSINESS HOURS. ATTACH AN UPDATED RESUME INCLUDING ANY COURSE WORK OR EXPERIENCE RELATED TO POSITION.

This position is open to qualified candidates outside the Agency.

TRANSFER WILL BE DELAYED PENDING RESOLUTION OF ONGOING PRB INVESTIGATION. TRANSFER WILL BE DENIED IF ONGOING PRB INVESTIGATION RESULTS IN DISCIPLINARY ACTION TO INCLUDE ANY OF THE FOLLOWING: PROBATION, SUSPENSION AND/OR DEMOTION.

We are looking for positive, proactive, energetic, enthusiastic individuals that support our core principles of community, safety and service.

The Collier County Sheriff's Office is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, national origin, sex, age, physical disability, religion or any other legally protected status.