

CITY OF SHAKER HEIGHTS
Position Vacancy Announcement
FOR IMMEDIATE POSTING
May 14, 2018

Job Title: Police Property Custodian
Department: Police
Salary Range: \$41,398-59,958
Hours of Work: 37.5 hours per week
Application Deadline: Open until filled

GENERAL DEFINITION OF WORK:

Performs intermediate technical and skilled clerical work ensuring the proper custody and disposition of evidence and property; does related work as required. Work is performed under the general supervision of a Commanding Officer.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Maintaining custody and disposing of evidence and property; maintaining records and files; preparing reports. (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.)

- Receives logs and stores evidence gathered in conjunction with criminal investigations.
- Ensures evidence is restored to owner upon final disposition of case.
- Submits drugs and evidence for analysis; ensures drugs are properly sealed; prepares lab sheet request.
- Submits lab entries to the Cuyahoga County Regional Forensic Science Laboratory.
- Releases property to detectives and/or court; receives and re-enters returned property.
- Receives, processes and stores other property; prepares and maintains property records and computer files.
- Maintains property storage areas.
- Obtains ATF traces on firearms and prepares reports regarding requested returns of firearms.
- Assists Police Vehicle Maintenance Coordinator as required.
- Performs related tasks as required.
- Prepares disposal lists and disposes of items when the court order is received, to include melting of firearms and destruction of drugs by the appropriate laboratory.
- Prepares items for annual auction and works with other personnel at the auction when scheduled.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of record keeping methods and techniques; thorough knowledge of rules and regulations governing the custody and safekeeping of evidence and property; ability to enforce institutional rules firmly and fairly; ability to establish and follow routine schedules; skill in the operation of an automobile and standard office and data entry equipment; ability to establish and maintain effective working relationships with associates. Solid working knowledge of Microsoft Excel and Word.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some experience in police evidence and records work.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires

stooping, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and noise. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Ohio. Possession of all qualifications for the position as required by the department and the State of Ohio.

The City of Shaker Heights does not hire individuals who use or test positive for tobacco or nicotine products.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**PLEASE SEND CITY APPLICATION AND/OR RESUME TO THE CITY OF SHAKER HEIGHTS HUMAN RESOURCES DEPARTMENT, 3400 LEE ROAD, SHAKER HEIGHTS, OH 44120.
E-mail: human.resources@shakeronline.com Application available online at shakeronline.com EOE**