



## BOONE COUNTY JOB DESCRIPTION

|  |                                |                             |
|--|--------------------------------|-----------------------------|
| <b>JOB TITLE:</b> <u>Evidence Technician</u> | <b>NEW:</b> <u>X</u>           | <b>REVISED:</b> <u>    </u> |
|  | (Please check one)             |                             |
| <b>REPORTS TO:</b> <u>Captain</u>            | <b>FLSA:</b> <u>Non-Exempt</u> | <b>DATE:</b> <u>10/11</u>   |
| <b>DEPARTMENT:</b> <u>Sheriff</u>            | <b>JOB CODE:</b> 603           |                             |

### DEFINITIONS:

Under general supervision, maintains evidence storage facility and related records, processes and approves gun permits, and prepares monthly domestic violence grant reports; provides backup services with civil process, Inmate account, Budget Administrator, and records functions as needed; responds to records requests and prepares statistical reports for local and state agencies.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Serves as Evidence Technician, removes evidence from lockers and places into appropriate storage units; signs and files routing sheets after logging evidence into notebook; prepares evidence to be taken to the Missouri State Highway Patrol (MSHP) laboratory for testing, arranges pickup and receives, processes and routes completed laboratory reports to appropriate investigators and officers; prepares film for development and arranges pickup; retrieves evidence for officers for court cases and ensures officers have sufficient materials for processing evidence.

Processes warrant refusals, prepares request for disposal of evidence in warrant refusals, and sends to records and officers; disposes of evidence according to established procedures and prepares report supplement of disposed evidence for records; maintains inventory of items to be sold; corresponds with citizens on return of their property.

Processes gun permits through the Missouri Uniform Law Enforcement System (MULES) for information on criminal history and possible active ex-parte; enters gun permit information into CHIEFS computer software; approves gun permit according to established procedures; prepares gun permit for applicants and files in records.

Organizes, maintains and updates department equipment inventory; distributes and receives equipment from employees according to established procedures; assists in preparing bid and equipment orders; prepares addition and deletion forms for auditor's office; and maintains and updates employee equipment issue into computer system database; prepares monthly Domestic Violence (DOVE) grant reports; receives cross training to provide support to civil processing, inmate accounting, budget administration, and records functions as needed.

**KNOWLEDGE AND SKILL:**

1. Good knowledge of Boone County Sheriff's Department relating to confidentiality of information.
2. Good knowledge of the organization, processing, preserving, tracking and maintaining evidence and property inventories.
3. Some knowledge Missouri court system, procedures of the criminal justice system, processing and approving gun permits, and preserving evidence.
4. Knowledge of standard software and business computers.
5. Skill in keyboarding, data entry and the use of standard office equipment.
6. Skill in providing customer service to public that may be upset by the law enforcement system.
7. Skill in maintaining confidentiality.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED, and two years clerical experience preferably in a criminal justice environment; ability to type 35 words per minute in automated office environment; must be able to lift and move up to 60 pounds; must possess a clear criminal history.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)