



## City of Irving Job Description

### Property Assistant

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Police
<b>Job Code:</b>	33492	<b>Reports To (Job Title):</b>	Property & Evidence Supervisor

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#### **PURPOSE**

To perform a variety of duties in the receiving, retention, and disposition of police property and evidence, including protecting the integrity of evidence throughout the judicial process and maintaining and issuing equipment and supplies for the Police Department.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Log, process, store, and maintain police property and evidence, including completing and distributing property forms and preparing evidence for court.
- Answer questions and provide information to the public regarding police property and evidence.
- Dispose of property at the conclusion of court action, including notifying owners by writing or telephone and preparing property for public auction or destruction.
- Research and attempt to identify owners of found property, including documenting notifications in accordance with federal, state, and local laws and regulations.
- Maintain property room in secure, clean, neat, orderly manner, including performing minor maintenance tasks as necessary.
- Research cases using law enforcement and court computer systems to determine their disposition.
- Issue and track petty cash.
- Assist in the maintenance of inventory for IPD, including issuing equipment, clothing, weapons, radios, keys, and other supplies to officers.
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Deliver property to other departments as needed.
- Order new supplies to maintain sufficient inventory levels.
- Assist narcotics officers in conducting inventory of drugs and drug paraphernalia.
- Perform minor repairs on flashlights and other light equipment.

#### **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Follows City guidelines on purchasing needed equipment for department utilizing all standing contracts and purchases necessary outside the scope of standing contracts ensuring the cost effectiveness of all purchases made by the property room for departmental use.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to the completion of 12<sup>th</sup> grade.

### **EXPERIENCE**

- A minimum of one (1) year of related experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Texas Driver's License, or the ability to obtain one, is required.
- NCIC Certification

### **KNOWLEDGE OF**

- Police Evidence: Laws and guidelines related to releasing and maintaining police evidence, especially regarding confidentiality and chain of custody.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Office Systems: Administrative / clerical procedures and systems such as word-processing systems, filing and records management systems, and other office procedures and terminology.
- City Purchasing: Keeping up to date on all City guidelines and policies on making purchases and maintaining contracts.

### **SKILLS AND ABILITIES IN**

- Mechanical/Technical: Safely operating diverse light equipment, including office computer, copier, weapons, and scientific measurement equipment.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Service Orientation: Actively looking for ways to help people.
- System Perception: Discerning when important changes have occurred or likely will in a system.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Direction and Instructional Comprehension: Interpreting and carrying out a variety of instructions furnished in written, oral, diagram, or schedule form.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Oral Comprehension: Listening to and understand information and ideas presented through spoken words and sentences.

- **Speech Recognition:** Identifying and understanding the speech of another person.
- **Organizational Strategies:** Tracking multiple variables by sorting, grouping, and calendaring.
- **Sequencing:** Correctly following a given rule or set of rules to arrange things or actions.

## **GUIDANCE RECEIVED**

### **General Instructions and Established Precedent/Procedures**

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

## **CONTACTS**

Internal and external customers, other agencies, and vendors.

## **EQUIPMENT AND PROPERTY**

Office equipment, City vehicles, various warehouse type equipment and tools, both electric and manual

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to carry, grasp, handle, feel, pull, push, reach, see, sit, stand, listen, talk, and/or walk. Frequently, s/he is required to kneel, lift up to 50 pounds, and/or stoop. S/he occasionally is required to drive a vehicle or climb. Specific vision abilities required by this job include close vision, distance vision, and color vision.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee may be exposed to blood-borne pathogens, air contamination, toxic or caustic materials, and/or violence. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment usually is moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.