



## City of Irving Job Description

### Property Evidence Analyst

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Police
<b>Job Code:</b>	J352	<b>Reports To (Job Title):</b>	CID Burglary Sergeant

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#### **PURPOSE**

To monitor pawn shops, second hand & gold buying stores to ensure compliance with state and local regulatory statutes. This position performs multiple duties related to locating and seizing stolen property, logging of evidence into the Police Department Property Room, and facilitating property hearings through the Irving Municipal Court to establish ownership.

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

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

- Inspect and monitor pawn shops and other regulated stores to ensure compliance with state and local regulatory statutes.
- Retrieve copies of store transactions and maintain transactions in database.
- Research and run property transaction serial numbers through law enforcement and commercial databases to identify stolen property.
- Seize identified stolen property as evidence and log evidence into property room for disposition.
- Research, coordinate and disseminate property evidence information and trends with criminal investigators.
- Act as department representative in municipal court property hearings.
- Interact with public entities, informing them of regulatory requirements and advising them how to achieve compliance.

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

- Assist in answering division phones and serve as back up to the division receptionist in assisting customers in the lobby.

#### **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

#### **FINANCIAL / BUDGETARY RESPONSIBILITY**

None

## **QUALIFICATIONS:**

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

### **EDUCATION**

- High School Diploma or equivalent

### **EXPERIENCE**

- Clerical and customer service experience would be beneficial.

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

- Must have, or be able to obtain, NCIC certification.
- Must have, or be able to obtain, a valid Texas Driver's license, along with a driving record to meet criteria set forth by the City of Irving

### **KNOWLEDGE OF**

- Police Evidence: Laws and guidelines related to seizing 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 methods, such as word processing systems, filing & records management systems, and other office procedures & terminology.

### **SKILLS AND ABILITIES IN**

- Information Gathering: Knowing how to find information and identifying essential information.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Mechanical/Technical: Safely operating a diversity of office equipment, especially computers, scientific calculators, copiers, fax machines, and paper shredders.
- Social Perceptiveness: Being aware of the reactions of others and understanding why they react the way they do.
- Service Orientation: Actively looking for ways to help people.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.

## **GUIDANCE RECEIVED**

### **On-going Instructions and Range of Procedures**

Follows a range of established procedures, work methods and direct instructions. Must determine which procedure or method applies to each task or assignment and has some flexibility about the sequence of work. Issues outside of specific instructions and procedures are referred to supervisor or more senior position.

## **CONTACTS**

Crime victims including persons and businesses, police officers from other agencies, district attorneys, judges, and state regulatory agencies.

## **EQUIPMENT AND PROPERTY**

Uniform, camera, police radio, city vehicle, and other office supplies are supplied for this position

## **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 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. The employee is required to be able to drive a vehicle. 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 work environment for this job varies in that most clerical functions are performed inside an office environment at a computer and other duties require driving to pawn shops to pick up transactions and property. As a result, the employee may be exposed to air contamination, dust, or other germs related to daily exposure to the public. This job requires the employee to be observant of the surroundings and to make decisions regarding possible safety issues encountered that directly affect the safety of the employee and others.

\* 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.