

Submit resume by going to [www.cityofwaterlooiaowa.com](http://www.cityofwaterlooiaowa.com) clicking on Job Vacancies, reviewing the Police Property-Evidence Technician description and following directions to submit cover letter and resume. **We will not accept mailed, faxed, hand-delivered or directly emailed resumes.** Deadline to submit resume is Noon on Wednesday, January 17, 2018.

**CIVIL SERVICE NOTICE  
CITY OF WATERLOO, IOWA  
OPEN EXAMINATION**

**POLICE PROPERTY/EVIDENCE TECHNICIAN**

**DEPARTMENT : POLICE DEPARTMENT**  
**SALARY : \$21.14 per hour with \$1.00 increase after 6-month probation**  
**FLSA : NON-EXEMPT**  
**CIVIL SERVICE : INCLUDED**  
**BARGAINING UNIT : TEAMSTERS LOCAL #238**

**GENERAL STATEMENT OF DUTIES**

Responsible for the proper and secure handling, storage and disposal of evidence and seized property in police custody and for acquisition, stocking and distribution of police supplies and equipment. The work is performed under the direct supervision of the Property/Evidence Coordinator and the general direction of the Captain of Administrative Services, but considerable leeway is granted for the exercise of independent judgement and initiative. No supervisory responsibility.

**EXAMPLES OF ESSENTIAL FUNCTIONS**  
**(Illustrative Only)**

These functions are considered essential for successful performance in this job classification.

1. Assists in maintaining the integrity and security of property storage areas to prohibit access by unauthorized persons to maintain chain of evidence and preserve custody of property.
2. Temporarily releases property to police officers for court appearances and returns the property to storage.
3. Identifies and locates owners of stolen and found property and returns property to them.
4. Disposes of property according to law and established procedures when it is no longer needed for court or when owner cannot be identified.
5. Monitors court proceedings and appeals for disposition of criminal cases in relation to property issues.
6. Assists Property/Evidence Coordinator in maintaining fleet records, vehicle registrations and renewals, vehicle and building keys and locks.
7. Assists Property/Evidence Coordinator in all aspects of quartermaster-type duties for a medium-sized police department.
8. Maintains off-site storage facilities for impounded motor vehicles, bicycles and other large items.
9. Lifts, loads, carries and stacks heavy items as necessary (may ask for assistance for items weighing over 40 pounds).
10. Handles weapons, controlled substances, money and potential biohazards such as blood and other body fluids.
11. Operates passenger-type vehicles including pickup truck and van.
12. Responds orally and in writing to questions from the public or police officers regarding stolen, seized or found property.

13. Uses computer word processing and spreadsheet programs to log, maintain and track property and prepare necessary correspondence.
14. Works independently and with others with minimum supervision.
15. Attends work regularly at the designated place and time.
16. Performs all work duties and activities in accordance with City, Police Department and OSHA policies, procedures, rules, regulations and safety practices.
17. Performs all other related duties as assigned.

**REQUIRED KNOWLEDGE & ABILITIES**

1. Knowledge of the laws, police department general orders and procedures for handling of evidence and seized property.
2. Ability to maintain the integrity and security of property storage areas to prohibit access by unauthorized persons, to maintain chain of evidence and preserve custody of property.
3. Ability to work in an environment that requires handling weapons, controlled substances and potential biohazards such as blood and other body fluids.
4. Ability to deal with police officers and the public in a variety of contexts and respond to questions in a clear, concise and easily understandable manner.
5. Ability to understand the criminal justice system in order to monitor court proceedings for disposition of evidence related to criminal cases.
6. Ability to perform routine tasks independently and without close supervision.
7. Ability to communicate effectively and maintain working relationships with supervisors, coworkers and the public.
8. Ability to keep accurate and reliable records regarding property.

9. Ability to operate personal computer using word processing and spreadsheet programs to log, maintain and track property and to prepare related correspondence.
10. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

**ACCEPTABLE EXPERIENCE & TRAINING**

1. High school graduate/GED.
2. Minimum two years experience in handling records, evidence and property, preferably with a law enforcement agency or the criminal justice system  
**or**  
Associate's Degree in law enforcement  
**or**  
Any equivalent combination of experience or training that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.
3. No criminal record or history of theft, involvement with controlled substances or conviction for a crime involving moral turpitude.
4. Valid Iowa Driver's License and good driving record based on City of Waterloo driver performance criteria. A candidate with any of the following will not be considered for employment: loss of license for any reason during the period of candidacy for employment, if the candidate remains without a valid, current license for the position when the City issues an offer of employment; loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation within previous five years; four or more citations for moving violations within the previous three-year period, excluding speeding violations of 10 mph or less over the posted speed limit; three or more citations for moving violations within the previous one-year period. After appointment to the position, disciplinary action or continuing employment status may be reviewed for the following: four or

more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation within the previous five years; two or more at-fault accidents within a three-year period while driving on City business; a combination of three or more at-fault or not-at-fault accidents within a three-year period. An applicant's driving record will be reviewed prior to an offer of employment and at least annually after hire.

### **ESSENTIAL PHYSICAL ABILITIES**

The following physical abilities are required with or without accommodation.

1. Sufficient clarity of speech and hearing that permits the employee to communicate effectively.
2. Sufficient vision and manual dexterity that permits the employee to operate personal computer, passenger vehicle and accurately identify and catalog property.
3. Sufficient personal mobility that permits the employee to move physically from one City department or facility to another and to lift up to forty pounds for purposes of storing, moving and disposing of evidence and property.

### **MISCELLANEOUS**

1. Required to submit to and pass Civil Service examination procedures including a panel interview.
2. The City of Waterloo reserves the right, due to the sensitive nature of this position and the access to classified criminal information, to conduct a background investigation including a fingerprint search.
3. The City of Waterloo reserves the right, following a conditional offer of employment, to require a physical examination and a drug test by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of the position.

### **WORK SCHEDULE**

Generally an eight (8) hour shift between the hours of 7:00 a.m. - 5:00 p.m. Monday through Friday with one hour unpaid lunch and flexibility to meet property/evidence needs. The City of Waterloo reserves the right to change these hours within the guidelines of the Teamsters contract. Occasional overtime. May be called in on short notice on weekends or holidays.

### **EXAMINATION INFORMATION**

Qualified applicants who apply by the deadline date will be required to appear before an oral examination panel consisting of a minimum of three people who have expertise in the areas being tested. An individual must receive a minimum average score of sixty points out of one hundred to achieve a passing score on the oral examination. The top applicants, as ranked by their scores on the oral examination will be the individuals placed on the certified list. Applicants who qualify as outlined and are full time regular employees of the City of Waterloo shall have one additional point per full year of employment up to a maximum of five points added to their final score. Honorably discharged men and women from the military or naval forces of the United States who qualify per provisions of Chapter 35 of the Code of Iowa and who are citizens and residents of the United States shall have five additional points added to their final score upon submission of their DD214 or ten points added if they were awarded a Purple Heart or have a service connected disability.

### **ORAL EXAMINATION DATE**

Qualified applicants who apply by the deadline date will be notified of the time, place and date of the examination.

**A.A./E.E.O.**

**Minority, female & disabled individuals are encouraged to apply.**

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