

PROPERTY AND EVIDENCE SPECIALIST I



The City of Keizer, Oregon is seeking applicants for our Property and Evidence Specialist I position!

OPENING DATE

Friday, September 27, 2024

CLOSING DATE/TIME

Tuesday, November 5, 2024

NOW IS THE TIME! START YOUR CAREER IN KEIZER

An opening in our Property and Evidence section due to promotion provides the rare opportunity to be considered for a recently established position in Keizer Police Department. If you meet the minimum qualifications and the following information aligns with your personal views and practice of working with others, we encourage you to apply.

KEIZER POLICE DEPARTMENT

The mission of the Keizer Police Department is to help the community maintain order while promoting safety and freedom and building public confidence.

The Keizer Police Department is accredited through the Commission on Accreditation for Law Enforcement Agencies (CALEA). The department has 42 sworn officer positions and 8 full time civilian employee positions and has three divisions: Patrol, Support, and Criminal Investigations.

The Keizer Police Department has identified five overarching personal attributes to guide performance and the department's hiring, promotional and evaluation processes as follows:

CONSCIENTIOUSNESS

Holding oneself accountable to see that necessary things are done correctly

COURAGE

Taking the right action at the right time even when the outcome is unknown

EMPATHY

Intentionally understanding or striving to understand another person's experience and perspective

HELPLESSNESS

Identifying a need and seeing that it's met

HUMILITY

Possessing a modest estimation of oneself relative to others

JOB SUMMARY

Under the general direction of the Police Support Specialist Supervisor and the lead of the Property and Evidence Specialist II, this position is responsible for all phases of property and evidence control in a highly secure environment.

The incumbent will utilize extensive knowledge in the security, storage, retrieval and disposition of evidence, found & abandoned property, contraband, and property held for safekeeping.

The work area includes a non temperature controlled warehouse and may include potential exposure to biological / hazardous / explosive materials and items that may be sensitive in nature.

This position will also perform other assigned duties within the general scope of the Support Services Unit. These other assigned duties will be determined by the unit supervisor and may vary depending upon operational needs.

Personal conduct and behavior (on-duty and off-duty) must be such that it builds public confidence in the agency and its members.

See attached job description for a complete list of duties.

PAY AND BENEFITS

Effective July 1, 2024, the base pay range for this position is \$4,491.07-\$5,858.67 per month.

Placement on the pay schedule and consideration of hiring incentives will be dependent on the amount and type of qualified experience.

Additional benefits include the following:

- ◆ Medical, prescription, dental and vision with choice of plans
- ◆ Life insurance
- ◆ Long term disability insurance
- ◆ Paid holidays





Click [here](#) for the Veteran's Preference Form.

See application instructions attached to the City of Keizer application for detailed directions on how to apply.

Click [here](#) for the application.

Applications must be received prior to the closing date and time in order to be considered.

Faxed and emailed applications must be received by the posted deadline.

Requests for accommodation under the Americans with Disabilities Act must be submitted in writing prior to the closing date of this announcement.

SELECTION PROCESS

An evaluation of all application materials will be conducted to determine candidates who will receive further consideration, including participation in an interview process.

Interviews will be scheduled during the week of November 18, 2024.

One or more additional interviews or other qualifying activities may take place prior to contingent offer.

All employment offers are contingent upon successful completion of background investigation and drug testing.

CITY OF KEIZER

The City of Keizer is located in the beautiful Willamette Valley with Oregon's largest city, Portland, to the north, and the state capitol, Salem, bordering Keizer to the south.

The Oregon coastline and mountains are located just west of Keizer within a one-hour drive. Our weather is moderate throughout the year with summer temperatures typically in the 70's and 80's.

PAY AND BENEFITS CONTINUED

- ◆ Vacation leave
- ◆ Sick leave
- ◆ PERS retirement
- ◆ Retirement health savings account paid by the City
- ◆ City paid Deferred Comp at 6%
- ◆ Section 125 plan available
- ◆ Fitness incentive program
- ◆ 24 hour fitness/weight room
- ◆ Access to on-site massage chair
- ◆ Language incentives
- ◆ Incentives for higher education

TO QUALIFY

Minimum qualifications include:

- ◆ high school diploma or equivalency; **and,**
- ◆ two years experience in a general office, communications or records management position; **and**
- ◆ at least one year in a public safety or criminal justice environment preferred; **or**
- ◆ any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position.

ADDITIONAL QUALIFICATIONS

- ◆ Applicants must have a valid driver license at time of hire.
- ◆ Pass a comprehensive background investigation
- ◆ Applicants must have verbal and written fluency in the English language.

See the attached job description for additional qualification requirements.

It is widely stated—and supported by studies—that candidates, especially women, are less likely to apply for a job unless they believe they meet 100% of the hiring criteria. The City's talent acquisition goals include hiring the candidate who is best able to meet the performance objectives of the role. We encourage persons with non-traditional skill sets and experiences to apply, even if you are not sure whether you meet 100% of the qualifications and hiring criteria described.

APPLICATION INFORMATION

To apply, submit a completed City of Keizer Employment Application.

Bilingual (English/Spanish) candidates are encouraged to apply.

Veterans requesting Veteran's Preference must complete the [Veteran's Preference Form](#) **and** provide the required paperwork.

CITY OF KEIZER CONTINUED

Keizer's population is 39,561 and it is the 15th largest city in Oregon. In spite of its growth since the 1990's, Keizer continues to preserve its small-town pride by supporting many volunteer organizations and community-wide events.

Some notable events include the Iris Festival and parade, the Miracle of Christmas lighting display, the Holiday Lights parade, concerts in the parks, and the Keizer Art Walk.

Keizer is also the home of the Volcanoes and the four professional baseball teams in the newly created Mavericks Independent Baseball League.

The City of Keizer has 103 regular status employees, a varying number of temporary employees and many volunteers.

The City of Keizer is a great place to work! We strive to create a relaxed, friendly, and supportive environment. We are very proud of the caliber of our employees and invite qualified candidates to consider joining our team.

ADDITIONAL INFORMATION

Social Security Exemption

Full-time and part-time employees for the City of Keizer are exempt from Social Security Tax.

SHARP Certification

The City of Keizer is the first municipality in the State of Oregon to earn Safety & Health Administration Recognition Program (SHARP) certification from the Occupational Safety and Health Administration (OSHA). This is a testament to our commitment to safety for our employees and our community.

Drug-Free Workplace

We are committed to maintaining a safe and healthy workplace free of alcohol and drugs. Any offer of employment made to a potential new employee will be contingent upon the applicant passing a drug-screening test. Reasonable suspicion testing for drugs and alcohol and random testing for drugs will be conducted as described in city policy and the collective bargaining agreement.

Equal Employment Opportunity

The City of Keizer is dedicated to a policy of equal opportunity in employment without regard to race, religion, sex, national origin, age, marital status or disability.

Immigration Law

In accordance with the Immigration and Reform Control Act of 1986, employment of any individual will be contingent upon presentation of acceptable documents verifying identity and eligibility for U.S. employment.

Veteran's Preference

We are proud of the many Keizer employees who are veterans. We support Oregon law requiring Veteran's Preference by providing a method for qualified candidates to request employment preference.

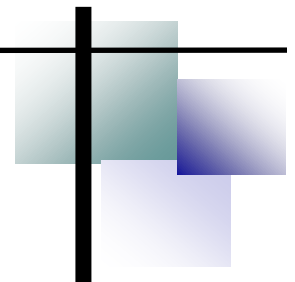
Questions?

Contact City of Keizer Human Resources at 503-856-3430 or send an e-mail to HR@keizer.org.

The information provided in this Job Announcement is not an implied contract and may be modified or revoked without notice.

Keizer is a place where you can make a difference!

930 Chemawa Road NE * PO Box 21000 * Keizer, Oregon 97307-1000
Telephone: 503-856-3480 * Fax 503-856-3445
Website: www.keizer.org





PROPERTY AND EVIDENCE SPECIALIST I

Job Description

The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Class Title:	Property and Evidence Specialist I	Effective Date:	October 1, 2024
Working Title:	Property and Evidence Specialist I	Type:	Represented by Keizer Police Assoc.
Department:	Police	Supervisor:	Support Services Supervisor
FLSA Status:	Non-Exempt	Supervises:	None

CLASSIFICATION SUMMARY

Under the general direction of the Police Support Specialist Supervisor and the lead of the Property and Evidence Specialist II, this position is responsible for all phases of property and evidence control in a highly secure environment. This position will also perform other assigned duties within the general scope of the Support Services Unit. These other assigned duties will be determined by the unit supervisor and may vary depending upon operational needs. Personal conduct and behavior (on-duty and off-duty) must be such that it builds public confidence in the agency and its members.

SUPERVISION

Not a supervisory position.

PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS

The physical demands (including lifting, mobility, movement and manual dexterity), work environment and working conditions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools, or controls; bend; stoop; and reach with hands and arms. The employee must lift and/or move up to 25 pounds and infrequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. These abilities are necessary to use a computer and various software programs including law enforcement databases, calculator, phone, copy and fax machines, and other related tools and equipment. Mental alertness is important due to the specialized nature of the work involved. The ability to exercise discretion and judgment and to maintain confidentiality is imperative.

Safety

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position.

Working Conditions

In the performance of the job duties, the employee will perform the majority of this job in a non temperature controlled warehouse and office environment under usual office working conditions with occasional work performed outside in all types of weather conditions. The noise level in the work area is typical of most office environments, with telephones, frequent interruptions and background noises, but can be moderately noisy while in the field. Duties include contact with employees, other government agencies and members of the public in conflict situations and risk of exposure to bloodborne pathogens and disease.

Occasional work performed off-site in all types of weather conditions. Overtime may occur.

ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned, maintaining regular job attendance and adherence to working hours, and operating a motor vehicle safely and legally while on City business.

95% Evidence & Property Duties

Responsible for all phases of property and evidence functions.

Utilizes extensive knowledge in the security, storage, retrieval and disposition of evidence, found & abandoned property, contraband, and property held for safekeeping. This may include potential exposure to biological / hazardous / explosive materials and items that may be sensitive in nature.

May be requested to accompany investigators to crime scenes for the purpose of logging and tracking evidence. May be subpoenaed to testify in court.

Accurately documents, maintains, and preserves records for all current and historical property and evidence from submission to final dispositions. This includes, but is not limited to all digital and physical evidence. Tracks and records all movements of evidence checked out for court, for analysis, to investigators and for disposal.

Prepares disposal manifests, court disposition requests, legal postings and financial documentation, and other required correspondence often requiring extensive research.

May at times be requested to oversee training and the direction of duties of Property & Evidence temporary staff and/or volunteers.

Utilizes and proficiently performs computerized Bar-coding of all property and provides information to management or others as requested.

Assists the Property and Evidence Specialist II with routine audits and inventories.

Procures and maintains supplies and equipment pertaining to the handling, packaging, storing and disposal of property.

Transports evidence to and from crime labs or other agencies as needed and coordinates evidence viewings.

Processes prescription drug drop off materials, schedules and delivers to off-site disposal site.

Prepares items of evidence for court-required discovery and to fulfill public records requests.

Prior to firearm release, performs complete criminal history background check on owner for prohibitions.

Stays current with revised statutes and legal opinions pertaining to property and evidence control, technological advancements in storage, packaging and tracking methods and DNA science applicable to the property and evidence functions. Introduces and makes recommendations for improvement to management.

Provides routine disinfection and general housekeeping of secured restricted evidence warehouse, office, two processing areas, drying room and evidence garage.

5% Support Services Duties

Variable and within the scope of duties performed by the Support Services Unit. Assignment based upon operational need and may include one or more of the following support functions:

Customer Service

Police Report Routing / Processing

Data Entry

Impound Vehicle Processing including Fee Accounting

Other general office functions usually performed as a function of Support Services

MINIMUM QUALIFICATIONS

Education & Experience

High school Diploma or equivalency and two years of experience in a general office, communications, or records management position with at least one year in a public safety or criminal justice environment preferred or any equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the essential functions and responsibilities of the position.

Skill & Ability

- Verbal and written fluency in English language.

Licenses, Certifications & Other Requirements

- Pass a comprehensive background investigation.
- Valid driver license at time of hire and maintained during employment.

ADDITIONAL QUALIFICATIONS

Knowledge

- Effective practices, methods, and techniques for storing and recording criminal evidence and personal property.
- General law enforcement practices and procedures regarding evidence and personal property storage, retention, and disposition.
- General law enforcement procedures, policies, and terminology
- Records management and maintenance techniques and practices.
- Business English composition, spelling, and punctuation.
- Standard computer applications and computer operation.
- Basic office operations and equipment.

Skill & Ability

- Familiarize and explain complex laws and statutes to clients of varying backgrounds and educational level.
- Communicate effectively, both orally and in writing.
- Organize and evaluate a variety of information and take appropriate action; ability to pay attention to detail.
- Learn modern methods of criminal investigation and evidence identification.
- Learn court procedures and rules of evidence in criminal law.
- Operate, extract, and input data from and into computer systems with a high level of keyboarding accuracy.
- Demonstrate high levels of proficiency with Law Enforcement and Criminal Justice computer programs.
- Plan, train, and lead designated employees in the completion of various projects
- Operate a variety of general office equipment.
- Exercise independent judgment and self-initiative.

Licenses, Certifications & Other Requirements

- Required at time of appointment: possession of Law Enforcement Data System (LEDS) certification and Criminal Justice Information Services (CJIS) clearance or must obtain both within 90 days. Must be maintained during employment.
- Required within six months of hire: NIMS IS 100 and 700 certifications.
- Possess or be able to obtain International Association of Property and Evidence (IAPE) property & evidence certification within 3 years of performing the functions of the position.
- Bi-lingual skills desirable.