



Property and Evidence Control Unit Clerk City of Fond du Lac

The City of Fond du Lac is recruiting for a part-time Property and Evidence Control Unit Clerk. This is a non-represented civilian position with the City of Fond du Lac Police Department. The position will report directly to the Property and Evidence Control Unit Manager.

The Purpose of the Property and Evidence Control Unit Clerk position:

- Receive, record, classify, store, organize, safeguard, release, and/or dispose of various types of property and evidence that have been recovered, seized, found, or turned in to the Fond du Lac Police Department;
- Maintain physical and electronic chain of custody records of property and evidence and possibly testify in court proceedings concerning the chain of custody records;
- Perform a variety of clerical and related duties;
- Serve as back-up to Property and Evidence Control Unit Manager as needed.

Essential Duties and Responsibilities:

The following duties and responsibilities are normal for this position. These are not construed as exclusive or all-inclusive. Other duties and responsibilities may be required and assigned.

- Assist in the receipt, review, custody, safeguarding, release, and destruction of property and evidence;
- Utilize various computer databases and software programs to enter data (to include report writing), retrieve data, and maintain records in computer systems;
- Determine legal owners of property and evidence and coordinating the return and/or disposal of property or evidence through the District Attorney's Office and City Attorney's Office with adherence to department policy, city ordinance, state statute, and other applicable laws;
- Arrange and witness the transfer, disposal, destruction, and transportation of firearms, narcotics, and money in accordance with department policy, city ordinance, state statute, and other applicable laws;
- Complete discovery requests for the District Attorney's Office and City Attorney's Office;

- Review police reports, videos, and photographs pertaining to law enforcement investigations and maintaining confidentiality;
- Participate in Fond du Lac Police Department auctions of unclaimed property and evidence;
- Assist with audits and inventories of property and evidence;
- On-call status when the Property/Evidence Control Unit Manager is unavailable.

Requirements:

The ideal candidate must possess strong qualifications in at least **one** of the requirements listed below along with a high school diploma or GED:

- One year of experience in records management, dispatch, or a related field.
- One year of full-time experience receiving, securing, storing, releasing, and disposing of property and evidence in the property/evidence room of a law enforcement agency or department.
- One year of full-time inventory control experience working in a warehouse environment, which must include receiving, storing, and issuing items of inventory.
- One year of full-time experience working in a customer service environment where the primary duties are interpreting policies and procedures, resolving customer issues/complaints, and providing information regarding company services.
- One year of full-time experience working in a retail sales environment where the primary duties are sales, handling stock and inventory control, providing detailed information regarding company services, policies and procedures, and resolving customer issues/complaints.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication:

- Strong personal computer skills to use existing department software and databases;
- Strong written and oral communication skills utilizing clear English are required;
- Ability to establish and maintain positive working relationships with all outside agencies, supervisors, officers, and all support staff;
- Ability to work without extensive supervision, making decisions based on department policy, state or federal law and/or city ordinances;
- Attention to detail, organizational skills, and the ability to adhere to department policies/procedures are critical attributes for this position.

Mathematical Ability:

- Ability to add and subtract, multiply and divide, and calculate percentages and decimals.

Judgment and Situational Reasoning Ability:

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.

Physical Requirements:

- Ability to perform physical tasks including stooping, bending, squatting, reaching, twisting, climbing, and walking in a warehouse setting, which includes exposure to sensitive department materials;
- Ability to coordinate eyes, hands, feet, and limbs in performing semi-skilled movements such as data entry and the ability to handle, finger, and feel.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying, pushing, and pulling;
- Ability to climb inclined ladders to store materials and drive a standard vehicle;
- Ability to operate a variety of office equipment including personal computer, calculator, photocopier, telephone, etc. efficiently and effectively;
- Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, etc. associated with objects and materials.

Environmental Adaptability:

- Ability, in regard to environmental factors such as temperature variations, odors, hazardous chemicals/substances, biohazard materials, dust, and noise to work under very safe and comfortable conditions.