

YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Evidence Specialist

BAND: B	GRADE: 2	SUBGRADE: 3	CLASS CODE: J23-4003
DEPARTMENT: YSO	ACCOUNTABLE TO: Deputy Sergeant	JOB FAMILY: Legal	OVERTIME STATUS: Non-Exempt

JOB SUMMARY: The Evidence Custodian's purpose is to safeguard and maintain the integrity of all evidence and the chain of custody in accordance with state laws, federal regulations, and departmental policies and procedures. The Evidence Custodian, under limited direction, tracks and updates each case that has submitted evidence; makes decisions regarding appropriate packaging and storage locations for the preservation of the evidence; responsible for researching each case while abiding by numerous RCW's in order to make a determination as to the final disposition of each piece of evidence. Responsible for the return, destruction, sale, or continued preservation via archiving or department use for of each item of evidence.

DISTINGUISHING CHARACTERISTICS:

The Evidence Specialist is a stand-alone class. The Evidence Specialist class is distinguished from the Forensic Specialist class based on the work performed and the necessity of additional education / certifications.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample: (position assignments may vary.)	BAND/ GRADE
1.	Receives property, storage of items, preservation of evidence, and reviewing and tracking of items.	B2
2.	Researches cases per request or cases that have been adjudicated or have surpassed the statute of limitations per RCW.	B2
3.	Returns firearms that requires incumbent to perform a complete and thorough background check including obtaining the following information Mental health check through Department of Social and Health Services(DSHS) and the local Prosecutor's Office; NICS check, Immigration queries and Out of state criminal history checks.	B2
4.	Drafts and processes Property claim letters, Property returns, auctions, destructions, and retentions. Processes requests for dissemination made by the Prosecutor, the public, YSO employees, and other agencies.	B2
5.	Transportation of evidence to and from other Law enforcement agencies for use in court, for storage or destruction.	A1
6.	Maintaining the evidence storage and processing areas including auditing and inventory of items.	B2
7.	Performs data entry, updates record systems and provides customer service as needed.	A1
9.	Performs other duties as required including work assigned to lower classification	A1

Knowledge of: (position requirements at entry):

Knowledge of:

- Basic knowledge of grammar, spelling and punctuation;
- File maintenance techniques;
- Customer service techniques;
- Terminology and basic procedures in the area of assignment;
- Office practices and procedures;

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- Basic understanding of how to use Microsoft Office and Windows computer environments, Excel, e-mail, standard office equipment and digital cameras.

Skills (position requirements at entry):

Skill in:

- Skills in creating and maintaining filing and tracking systems;
- Applying customer service techniques;
- Preparing technical reports while paying attention to detail and accuracy;
- Performing basic mathematical calculations;
- Using office equipment such as phones, copiers, calculators, fax machines and scanners; using a computer and multiple related software applications;
- Establishing and maintaining effective interpersonal relationships at all organizational levels and with the public.
- Communication, both oral and written, sufficient to exchange or convey information and to give and receive work direction.
- The ability to work through intermittent interruptions while juggling a large case load that must be tracked over time.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (GED) and Five (5) years general office or specialty experience or the equivalent combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job. May require additional experience as a lead worker. Associate's Degree in Criminal Justice or related field and 3 years of relevant experience is preferred.

Licensing Requirements (position requirements at entry):

- Required: Provide evidence of U.S. citizenship, provide evidence of high school diploma or GED certificate, be at least 21 years of age, be determined suitable for the position based on the results of a criminal and financial background investigation, general employment verification, polygraph examination, and a psychological examination and pre-employment drug testing.
- Valid WA State Driver's License and proof of insurance, if requested.

Working Conditions: Position may have the potential exposure to the following:

Environment: Excessive noise, exposure to weather, moving/mechanical parts, pathogen exposure work in locked down facilities and in the field, exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations including a warehouse environment;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects or work out in the field.

Examples: Appraiser, Probation Officer

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

Classification History: New: 10-24