

POLICE EVIDENCE CLERK

The City of Carlsbad is seeking to fill the position of **Evidence Clerk** for the Carlsbad Police Department. Under the direct Detective Supervision and in accordance with procedures, this position is a civilian non-sworn position, responsible for managing the custody of all Carlsbad Police Department evidence and property.

Duties include, but are not limited to, storing and releasing evidence, issuing permits to regulated industries, managing office supplies and forms and testifying in court.

Receives, stores, maintains and releases confiscated and personal property. Transfers evidence to NMDPS laboratories. Safeguards and maintains integrity of all evidence and chain of custody in accordance with state laws, city ordinances and departmental policies and procedures.

Receives, verifies, catalogs, stores, retrieves, transfers, and disposes of all property and evidence. Completes detailed supplemental report when evidence is mailed, received or destroyed.

Assists officers with booking evidence as needed. Reviews local and federal criminal history background checks to determine appropriate release of firearms. Assists public over the telephone or in person in regards to evidence.

Works with a variety of hazardous items including weapons, narcotics, drug paraphernalia, poisons, bodily fluids, flammable and explosive materials, currency and unsanitary materials.

Utilizes computerized barcoding system to track evidence inventory. Transfers property to purchasing agent for city auction. Maintains records on evidence storage and chain of custody actions.

Receives, stores and disposes of bicycles, miscellaneous auto parts, television, speakers and other bulky items. Accompanies officers, detectives and anyone who needs to do business in the warehouse. Trains new hires regarding evidence and property room.

Applies sound judgment, discretion, and initiative in performing daily duties with minimal direct supervision. Testify in court regarding criminal case or evidence.

Ability to lift and move objects weighing up to 50 pounds. Ability to balance, climb, crawl, crouch, walk, stand, kneel, stoop, sit, hear, feel, finger grasp, handle, reach, pull, push, speak, see and talk.

Ability to make rational decisions and perform repetitive motions.
Ability to demonstrate basic computer skills.

A high school degree or GED is required. Gun Safety Certification is required. Previous experience in a law enforcement agency is preferred. Two (2) years of property room experience or managing confidential records preferred. Two (2) years of experience in property evidence management or completion of a course in property evidence management preferred but not required. Must possess a valid New Mexico driver's license. Must have an excellent attendance record.

In addition to an excellent benefit package, starting hourly rate of pay will be \$25.89. Additional pay increase available for applicants with advanced educational degrees.

To be considered for this position apply at the City Municipal Building, 101 N. Halagueno or respond to City of Carlsbad, Personnel Department, P.O. Box 1569, Carlsbad, NM 88221 or via email to hr@cityofcarlsbadnm.com. Applicants must include a City of Carlsbad Police Department employment application filled out completely. Resumes are not required, but may be included if desired. Applications accepted until the position is filled.

EOE M/F/V/D